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July 1, 1967

From: Graduate Office, Edward C. Moore, Dean

To: Mr. Robert McCartney, Secretary of the University

Subject: Annual Report, Fiscal 1967

This report covers the areas of activity for which the Graduate Dean is administratively responsible. These are:

S11 Graduate Office

S12 Computer Science Program

S13 Research Computing Center

S14 Water Resources Research Center

S15 University of Massachusetts Press

S16 Office of Research Services

S17 Polymer Science and Engineering

Marine Sciences Program

Research Council

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1) Annual Appropriations

	'65	'66	'67
Graduate School:			
Operating Budget	59,434	74,110	122,780
Research Council			
Faculty Research Grants	75,000	100,000	100,000
Faculty Growth Grants	10,000	20,000	20,000
Massachusetts Review	10,000	10,000	10,000
Research Computing Center	55,509	115,119	191,186
Computer Science Program	22,342	32,619	47,974
University of Mass. Press	60,000	75,000	75,000
Water Resources Research Center	52,295	87,500	87,500
Office of Research Services	34,993	37,336	42,500
Polymer Science & Engineering	--	--	38,638
TOTAL	379,573	551,684	735,578

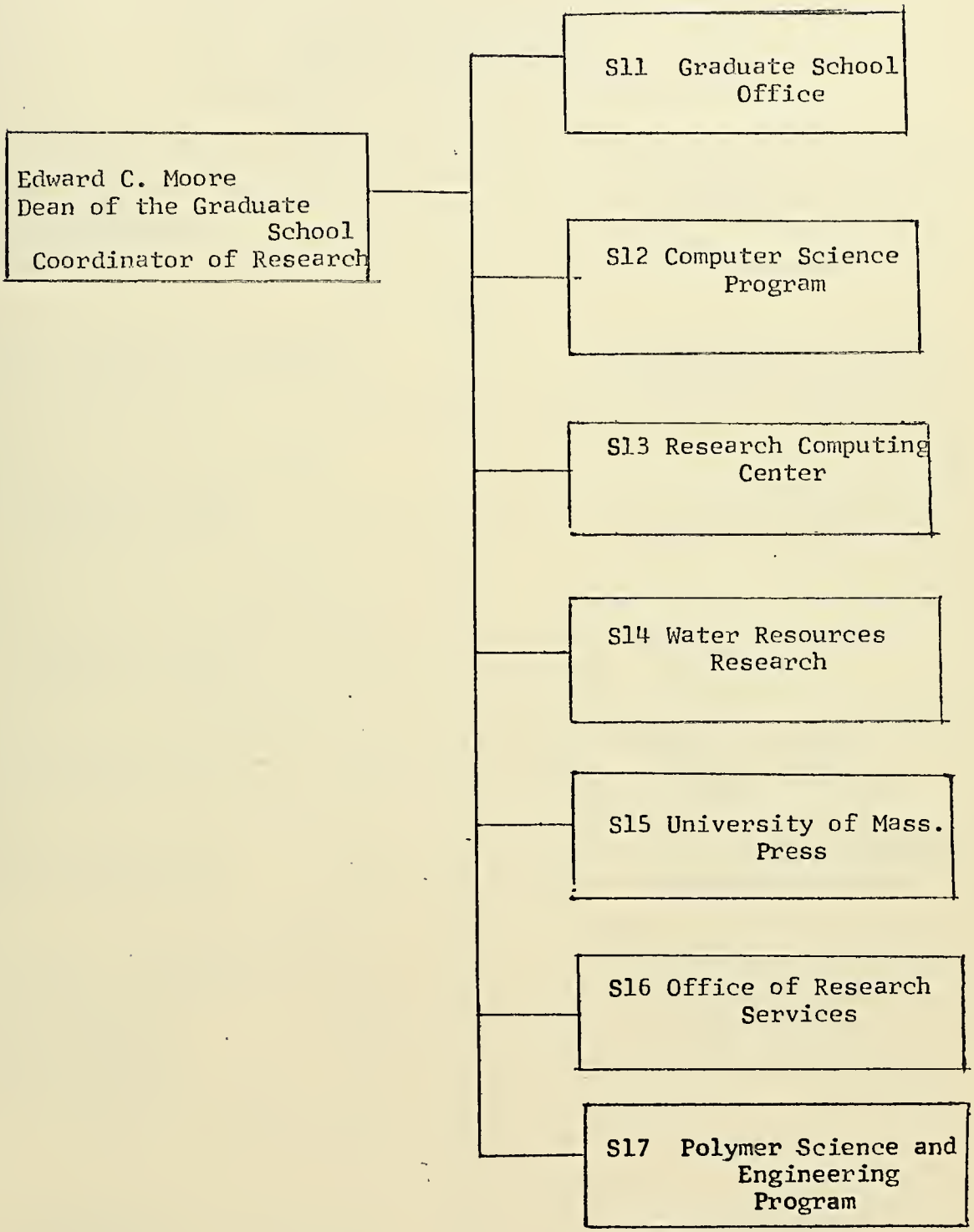
2) Personnel

		Sept. 1964	Sept. 1965	Sept 1967
S11	Graduate Office			
	Administrative	2	3	3
	Clerical	6	9	12
S12	Computer Science Program	2	4	4
S13	Research Computing Center	9	14	17
S14	Water Resources Research Ctr.	-	2	3
S15	University of Mass. Press	1	4	5
S16	Office of Research Services	3	4	5
S17	Polymer Science & Engineering	-	-	2
	TOTAL	23	40	51

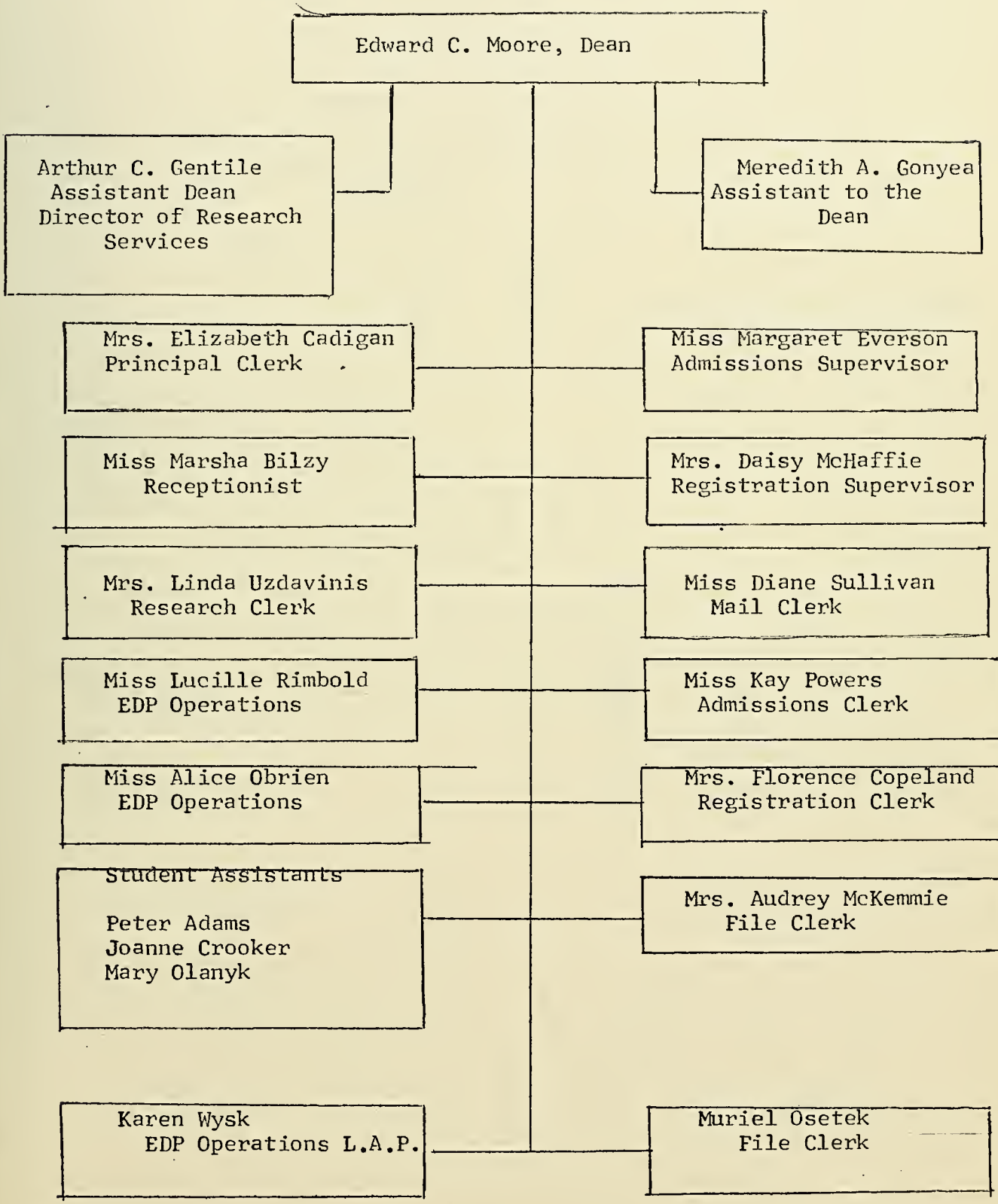
3) Graduate School Organization Chart

See Following Page

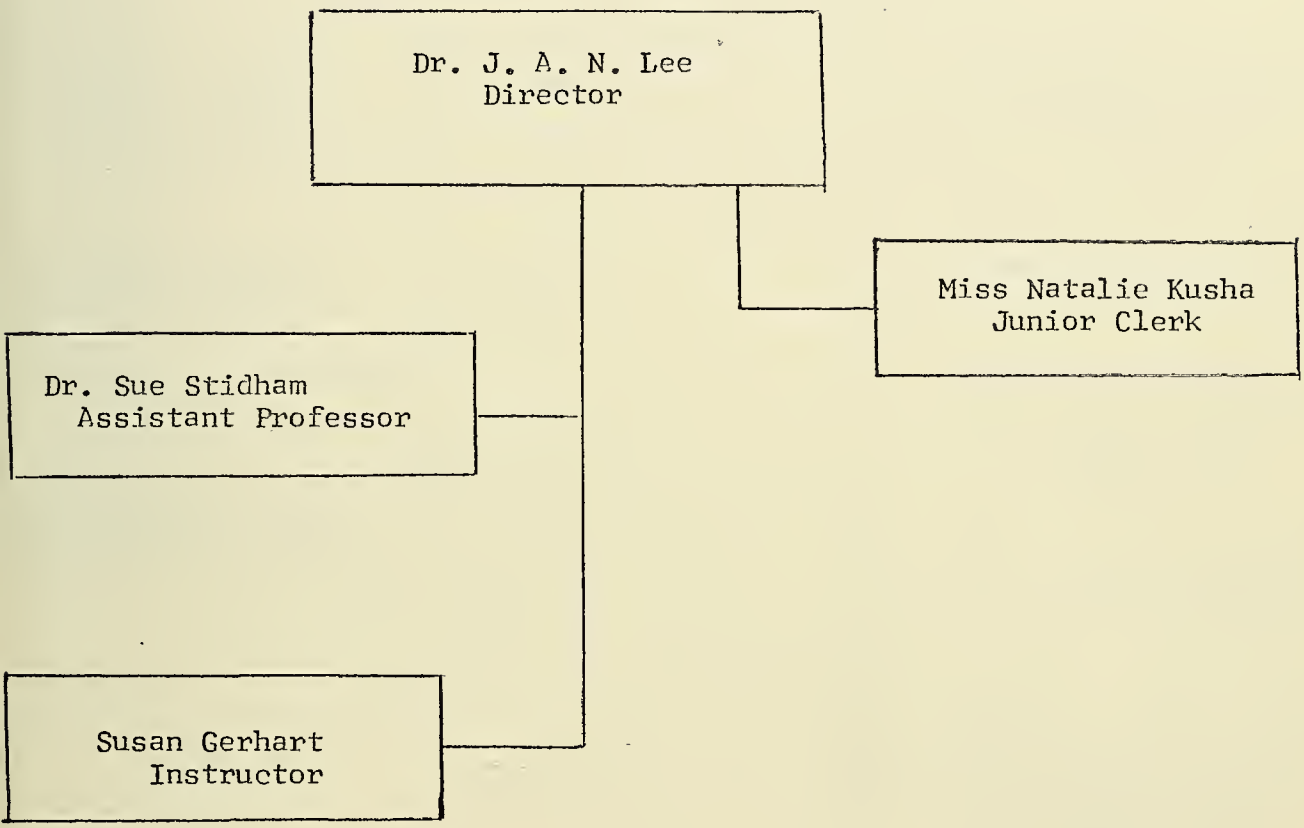
Graduate School Organization 1966 - 1967



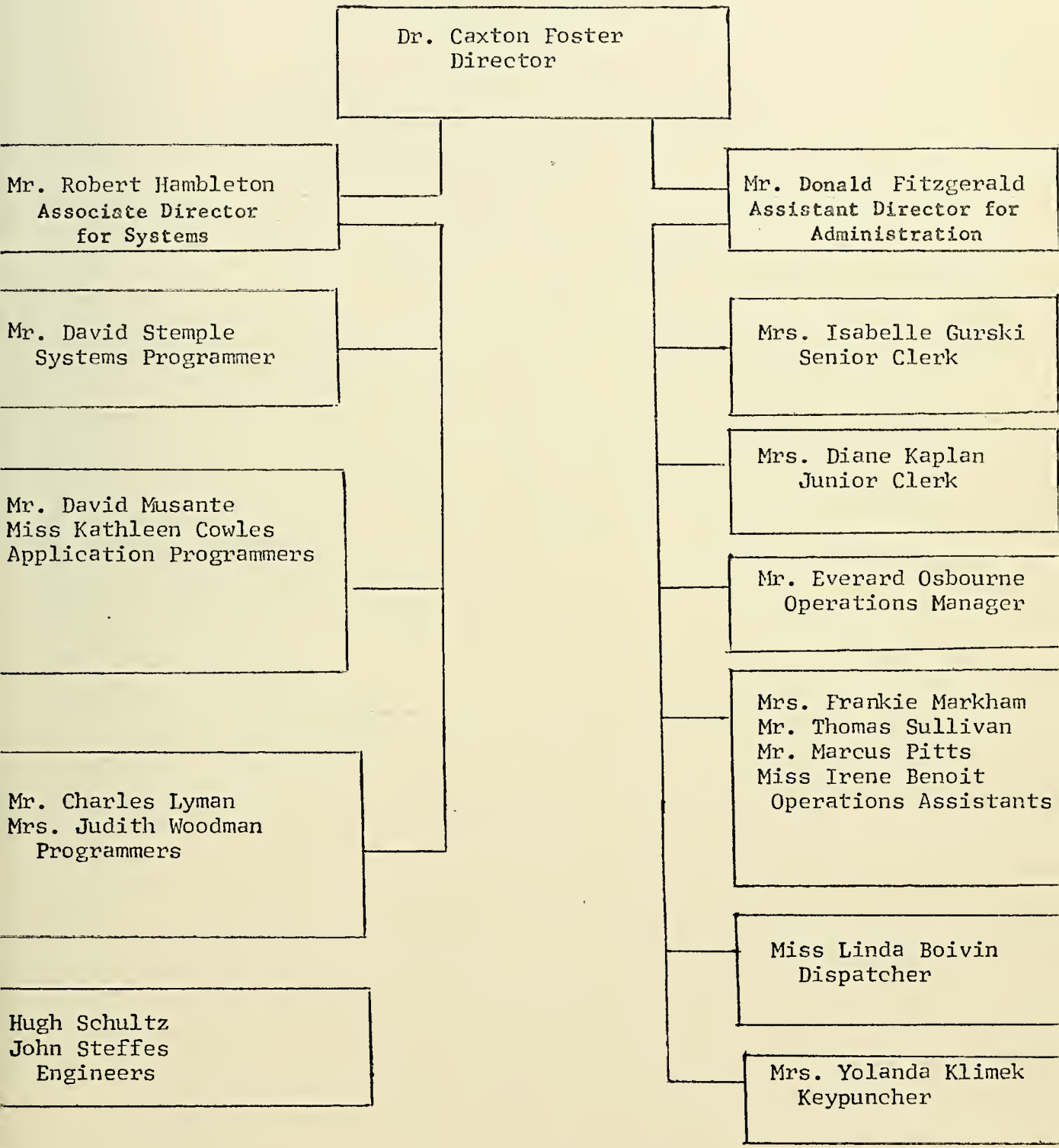
S11 Graduate School Office



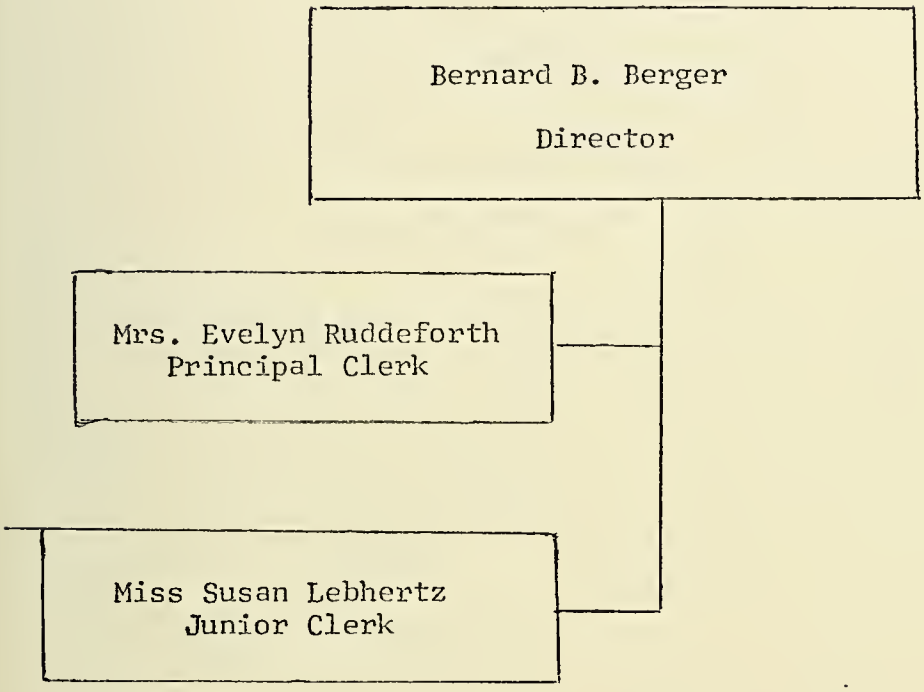
S12 Computer Science Program



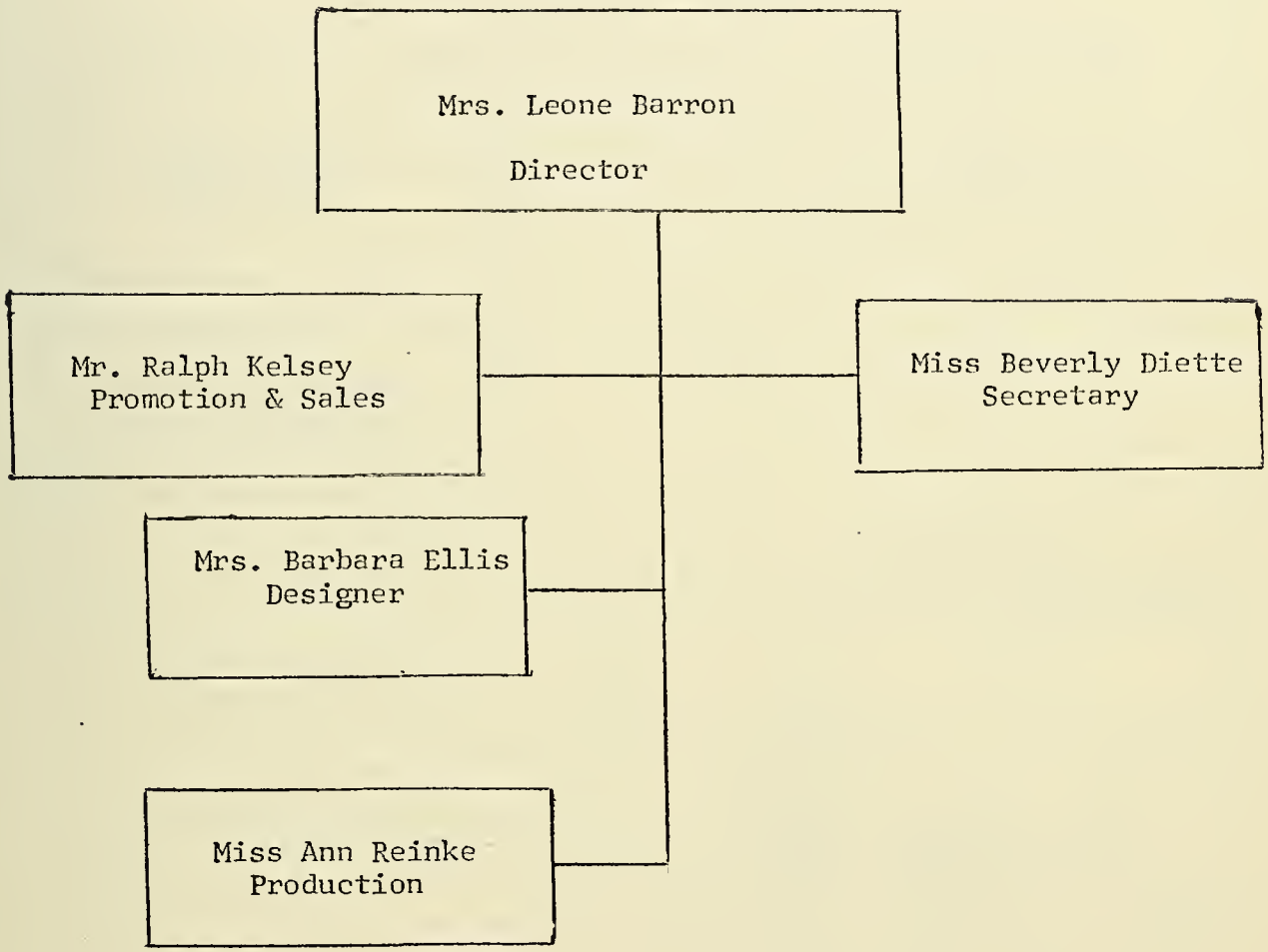
S13 Research Computing Center



S14 Water Resources Research Center



S15 University of Massachusetts Press



S16 Office of Research Services

Glass Shop

Mr. Gordon Good
Glassblower

Mr. Larry Williams
Asst. Glassblower

Electronics Shop

Mr. Albert D. King
Electrician

Secretariat

Mrs. Andrea Bassignani
Typist

Mrs. Sophia Zalegowski
Typist

4) Students or clientele served in the various branches of this office are:

a) Graduate School:

Enrollment (fall)	64-65	65-66	66-67
	1849	2240	2514

Admissions Data	1965	1966	1967
Inquiries Received	11,603	15,552	15,889
Applications Processed	4,723	6,459	6,275
Accepted	2,980	3,788	3,681

b) Research Coordinator

	1965	1966	1967
Faculty Research Grants Processed	93	156	168
Faculty Growth Grants Processed	17	22	39
Sponsored Research Applications Processed	188	242	221
TOTAL	298	420	428

c) Office of Research Services

	Hours of Use '66	Hours of Use '67	Number of Depts Served '66	Number of Depts Served '67
Secretariat	755	2033	19	20
Electronics Shop	1055	980	26	18
Glass Shop	1956	2403	23	19
TOTAL	3766	5416	68	57

d) Research Computer Center
Hours of Operation: 24 hours a day, six days a week.
Number of Users:

	1965	1966	1967
Students	500	1220	1670
Faculty	150	400	450
TOTAL	650	1620	2120

Number of Jobs Processed:		$33,800	$62,411
Projects served			345
Departments represented			37
Courses served			56

e) University of Massachusetts Press

Total dollar sales	$17,000	$34,108

5) Major accomplishments:

a) During 1967 the Graduate program produced 69 Ph. D's and 507 Master's degrees. This represents an approximate doubling of the degrees given two years ago.

The statistics for the last five years are:

	1963	1964	1965	1966	1967
Doctoral	31	27	36	48	69
Master's	176	229	279	419	507
	207	256	315	467	576

The investment of the Commonwealth in graduate education is beginning to produce returns.

b) New doctoral programs were added in Astronomy, Mechanical Engineering, and Electrical Engineering. This brings the number of doctoral programs to 37.

c) New Master's programs were added in Astronomy and Marine Sciences. The new Marine Sciences program represents a long-desired orientation of the University toward one of the major economic resources of the Commonwealth. With the Astronomy program the University is going into outer space, with the Marine Sciences program it is going to the ocean. Together, they represent a significant broadening of the scope of our intellectual commitment.

d) A significant increase in the number of Fellowships available to graduate students was made possible almost entirely through the increased activity of the Federal government. Since the quality of a graduate school is in direct proportion to the number of Fellowships it can offer, the failure to develop state support for Fellowships continues to be a serious problem.

Fellowships:

1965	70	
1966	207	(Federal 162, state 42, industry 3)
1967	292	(Federal 225, state 46, industry 21)

c) The research activity of the University for the past year is reflected in the following data:

Research Activity:	Fiscal 66		Fiscal 67	
	Number of Grants	Amount of Income	Number of Grants	Amount of Income
External Support				
Research Grants	181	1,900,922	235	2,016,575
Training	14	186,139	16	232,968
Equipment	7	396,666	10	334,057
Facilities	5	265,900	5	1,836,615
TOTAL	207	2,749,627	266	4,420,215
University Support				
Faculty Research Grants	110	66,906	164	122,428
Faculty Growth Grants	18	18,000	20	20,000
TOTAL	128	84,906	184	142,428
GRAND TOTAL	335	$2,834,533	450	$4,562,643

6) Special projects and programs:

a) Computer time-sharing system.

Under the direction of Dr. Caxton Foster the University Research Computer Center has developed a time-sharing system for the CDC 3600 computer. By means of remote teletypes, multiple users may simultaneously use the great power of the 3600 to solve their problems. The system will begin operation in the Fall semester of 1967 with 25 teletypes. It may be expanded to 128. The system has been developed at only a fraction of the cost of comparable systems and

represents a significant contribution in the field of time-sharing.

b) Da Vinci Project: The discovery of two previously unknown Leonardo da Vinci manuscripts in Madrid by Dr. Jules Piccus of the University's Department of Romance Languages has led to an agreement with the Minister of Education in Madrid for the publication of a scholarly edition of the manuscript by the University of Massachusetts Press.

7) Future plans:

a) The Fall of 1967 should see the start of the Graduate Research Center and the development of final plans for the new University Library. These represent very significant physical plant additions to the graduate program.

b) The Marine Sciences program should find a home in a station on the Atlantic Coast and a Director should be appointed to head the program.

c) The time-sharing system's potential should be exploited for the use of other state institutions and agencies.

d) Additional doctoral programs may be expected in Comparative Literature and also in Genetics. A Master of Science in Regional Planning should receive Trustee approval also.

From: Bernard B. Berger, Director
Water Resources Research Center

Date: June 30, 1967

To: Dean Edward C. Moore

Subject: Information for Annual Report, July 1, 1966 - June 30, 1967.

1. Students Served:

The research projects of the Water Resources Research Center provided financial support to a number of students in several Departments.

	1966	1967
Undergraduates -- Student Labor	10	10
Graduates -- Student Labor	13	8
Graduate Assistantships	5	9
Graduate Student Summer Employment	0	3
Total	28	30

In 1967, graduate students in the following Departments received support: Landscape Architecture, Civil Engineering, Forestry and Wildlife Management, Geology, Chemistry, Agricultural Engineering, Plant and Soil Sciences and Zoology.

2. Faculty Publications:

In 1967, fourteen articles were published which were based on projects supported by this Center. An additional twelve papers on Center-supported work are in preparation. Appendix 1 lists the fourteen published articles.

Research Grants:

The Center received a grant of $87,500.00 under Section 100, The Water Resources Research Act of 1964, P.L. 88-379. In addition, the Center was notified that four research grants had been approved under Section 101 of P.L. 88-379.

Research Grants, Cont.

These grants which will be active on July 1, 1967 are listed in Appendix 2.

Research Projects:

Fifteen research projects were supported by this Center during the period July 1, 1966 to June 30, 1967. These are listed in Appendix 3.

Other Professional Activities:

Appendix 4 lists the major professional activities of the Director.

3. Major Accomplishments:

A. Establishment of Long-Range Program:

Research Areas:

1. Arrest of the aging process in small eutrophic lakes typical of Massachusetts.

2. Enhancement of the use of a large stream and its hydraulically-connected groundwaters, with focus on a stretch of the Connecticut River.

3. Improvement of planning methodology for the development of small water resources typical of Massachusetts.

4. Acceleration of natural cleansing processes of Massachusetts estuaries and coastal waters.

Training Area:

A proposal for a program leading to a Master of Regional Planning providing an option in Water Resources has been submitted by the Department of Landscape Architecture.

3. Major Accomplishments, Cont.

B. Modification of Research Program:

Fourteen projects supported by funds allotted under Section 100, P.L. 88-379 were active on July 1, 1966. One new project was initiated. During the year five projects were completed, six projects were terminated prior to completion, and three new projects were established. Two of the latter represented consolidations of existing projects. Appendix 5 lists the status or projects at the end of the year.

C. Relationships With Other Agencies:

The role of the Water Resources Research Center in assisting State water resource development programs has been strengthened as a result of the Director's appointment as a member of the Governor's Public Health Council, Governor's Oversight Committee on the Massachusetts Clean Waters Act, and the Advisory Committee on Environmental Health of the State Department of Public Health. In addition, the Director serves as consultant to the Water Resources Commission and the Division of Water Pollution Control in the Department of Natural Resources.

4. Special Projects or Programs:

A Water Rights Law Conference organized by the New England Center Directors was held in Boston in November, 1966. A Proceedings of this Conference is being distributed.

A Water Resources Research Symposium organized by the University of Massachusetts Water Resources Research Center was held in Amherst in June, 1967. A Proceedings of this Conference is being prepared.

A program was initiated for identification, location, recording, and retrieval of water resource documents pertinent to Massachusetts. This program, still in its early phases, will be expanded to include documents as follows:

University of Massachusetts
Other Universities in Massachusetts
State and Local Agencies
Federal Agencies
Private organizations including consulting engineering firms and industry

4. Special Projects or Programs Cont.

The immediate objective of this program is to identify and locate important and useful documents. The ultimate objective is to establish a depository of such documents at the University of Massachusetts.

A plan has been developed for the preparation of an annual publication of abstracts on water resources research projects in Massachusetts. All major groups engaged in water resources research in Massachusetts have expressed their interest and willingness to participate in this program. The publication will be distributed to public and private agencies and interested individuals concerned with water resources in Massachusetts.

5. Future Plans:

The major work plan for the immediate future will emphasize the development of a comprehensive program of research on the optimal use of the Connecticut River in the region of the Springfield metropolitan area. The overall objective will be to develop a rational basis for determining optimum planning goals. This program will incorporate research sub-programs in engineering, economics, geology, planning, administration, water rights law, and the social sciences. The sub-objectives will be to identify specific important problems offering good research opportunities,to evolve improved methods that are generally applicable to such research, and to conduct such research. Financial support will be sought from multiple agencies. The Director will be the Principal Investigator of the project. An Assistant Director of the Water Resources Research Center, whose position has already been approved, will be appointed to serve as Assistant Principal Investigator of this research program. The program will be multi-departmental with certain components being conducted directly by the Water Resources Research Center.

In addition to the above, the Water Resources Research Center proposes to develop a program of study that will satisfy acceptable criteria for the Water Resources option in the Master Program in Regional Planning.

The Water Resources Research Center will have increasing need for a satisfactory Conference Room and facilities accommodating at least twelve persons.

Administration

Edited by Bernard B. Berger. Proceedings Water Rights Law Conference, November 10, 1966. Boston, Massachusetts. Sponsored by the New England Council of Water Center Directors. June, 1967.

Berger, Bernard B. Pollution. Encyclopedia Americana Annual. 1967

Berger, Bernard B. Research Needs in Water Quality Control. Proceedings, Municipal Watershed Management Symposium, University of Massachusetts.

WR-3

Higgins, G. R. Yield of Streams in Massachusetts. An Interim Report. March, 1967. Bulletin -- University of Massachusetts, Amherst, Massachusetts. June, 1967.

WR-9

Bhatnagar, A. P. and Clayton, J. T. Effect of Periodic Temperature Variation on the Flexural Strength of a Structural Sandwich. Transactions of the American Society of Agricultural Engineers, Vol. 9, No. 1, 1966.

Bridgham, Daniel O. and Clayton, J. T. Trickling Filters: Dairy Manure Stabilization Component. Proceedings, National Symposium on Animal Waste Management, Publication # SP-0366, American Society of Agricultural Engineers, 1966.

Webster, N. W. and Clayton, J. T. Operating Characteristics of Two Aerobic-Anaerobic Dairy Manure Treatment Systems. Proceedings, National Symposium on Animal Waste Management, Publication # SP-0366, American Society of Agricultural Engineers, 1966.

WR-10

Gunner, H. B.; Zuckerman, B. M.; Walker, R. W.; Miller, C. W.; Deubert, Karl H. and Longley, Ruth E. The Distribution and Persistence of Diazinon Applied to Plant and Soil and Its Influence on Rhizosphere and Soil Microflora. Plant and Soil, Vol. XXV, No. 2, October, 1966.

WR-10, Cont.

Gunner, H. B.; Longley, Ruth E. and Zuckerman, B. M. Microbial Degradation of Diazinon. Bacteriological Proceedings, Page 5. 1966.

Miller, C. W.; Zuckerman, B. M. and Charig, A. J. Water Translocation of Diazinon-C^{14} and Parthion-S^{35} off a Model Cranberry Bog and Subsequent Occurrence in Fish and Mussels. Transactions of the American Fisheries Society, Vol. 95, No. 4, October, 1966.

Miller, C. W. Dieldrin Persistence in Cranberry Bogs. Journal of Economic Entomology, Vol. 59, No. 4, August, 1966.

Zuckerman, B. M.; Miller, C. W.; Devlin, R. M.; Tomlinson, W. E.; and Norgren, R. E. Parathion Studies on Bean Grown in Sterile Root Culture. Journal of Economic Entomology, Vol. 59, No. 5, October, 1966.

WR-15

Whitney, L. F.; Pira, E.S.; Vaziri, C. M.; and Michelson, L. F. Water Distribution From Pressurized Sub-surface Irrigation Systems. Transactions of the American Society of Agricultural Engineers, Vol. 9, No. 6, 1966.

Muta, Kazuki. The Effect of Constructed Soil Profiles on Sub-Surface Irrigation of Turf Areas. Thesis -- M.S. 70 pages.

Section 101 Research Projects

B-003-MASS Institutional Patterns for Evolving Regional Programs for Water Resource Management. Irving Howards, Principal Investigator.

B-004-MASS Programmed Selection of Optimum Uses of a Small Water Resource Subjected to Complex Simultaneous Demand Stresses. Carl A. Carlozzi, Principal Investigator.

B-005-MASS Control of Benthic Deposits in Lakes. T. H. Feng, Principal Investigator.

B-006-MASS Microbial Intervention in the Eutrophication Process. John T. Reynolds and Warren Litsky, Principal Investigators.

UNIVERSITY OF MASSACHUSETTS

WATER RESOURCES RESEARCH CENTER

Projects FY-67

WR-1. A Survey and Evaluation of Small Artificial Recreational Ponds in Central Massachusetts. Dr. James A. McCann, Principal Investigator.

WR-2. The Ecology of the Young Fishes of the Weweantic River Estuary. Dr. Charles F. Cole, Principal Investigator.

WR-3. Hydrological Studies in Massachusetts. Professor George R. Higgins, Principal Investigator.

WR-4. Pilot Study of the Occurrence and Characteristics of Shallow-Aquifer Contamination in Massachusetts. Dr. Ward S. Motts, Principal Investigator.

WR-5. Development of Methods for Increasing Efficiency of Water Use in Cranberry Culture. Professor John S. Norton, Principal Investigator.

WR-7. The Ecological Significance of Cellulolytic Bacteria in Quabbin Reservoir. Dr. John T. Reynolds, Principal Investigator. (Dr. Warren Litsky)

WR-8. Adsorption of Pesticides on Earth Materials. Dr. John H. Baker, Principal Investigator.

WR-9. Closed Systems for Animal Sewage Treatment. Dr. J. T. Clayton, Principal Investigator.

WR-10. Pesticide Occurrence, Concentration, and Degradation in Free Water Systems. Dr. C.W. Miller, Principal Investigator.

WR-11. Effects of Organic Deposits on Water Quality in Impoundments. Dr. T. H. Feng, Principal Investigator.

WR-12. Thermodynamic Relationships Within the System "Sediment-Water-Air". Dr. O. T. Zajicek, Principal Investigator.

WR-13. The Effects of Climate Upon the Work Capacity and Cardiac and Opercular Cycles in Fresh-Water Fish. Dr. John L. Roberts, Principal Investigator.

WR-15. Sub-Surface Irrigation of Turf Areas -- Nozzle Design and Spacing. Dr. L. F. Whitney, Principal Investigator.

WR-17. The Mechanics of Fluid Transport in Vegetation. Professor Denton B. Harris, Principal Investigator.

WR-22. A Case Study of Attitudes of Local Decision-Makers Toward Water Pollution Abatement in Selected Massachusetts Communities on the Connecticut River. Dr. Robert A. Shanley, Principal Investigator.

Berger, Bernard B. Director, Water Resources Research Center.

PUBLICATIONS

"Pollution", 1967. Encyclopedia Americana Annual, pp. 551-553.

"Research Needs in Water Quality Control". Proceedings, Municipal Watershed Management Symposium, University of Massachusetts. pp. 61-65.

A. Publications in Process

"Recreational Use of Drinking Water Reservoirs". To be published by the Journal, American Water Works Association.

"Evaluation of the Virus Hazard in Water Supplies". A report of the American Society of Civil Engineers Committee on Environmental Health -- to be published jointly by the Journal of the Sanitary Engineering Division and the Journal of the American Water Works Association.

OTHER PROFESSIONAL ACTIVITIES

A. Major Papers Presented and Speaking Engagements

Paper -- "Research and Problem Solving in Water Quality Management" presented at Conference on Water Pollution Control, University of Maine, December, 1966.

Seminar on "Analysis of Water Resources Research Needs in Massachusetts", Clark University, December, 1966.

Seminar on "Concepts of Environmental Health Management", Rutgers University, December, 1966

Paper -- "Impact of Route 91 on Water Resources and Water Quality" presented at Bureau of Government Research Conference on Impact of Route 91 on Lower Pioneer Valley, March, 1967.

Seminar on "Virus Hazard in Water Supplies", Cornell University, April, 1967.

OTHER PROFESSIONAL ACTIVITIES, CONT.

A. Major Papers Presented and Speaking Engagements, Cont.

Speech -- "Public Health Implications in Recreational Use of Drinking Water Reservoirs". Banquet Speech, Westfield Watershed Association Annual Meeting, May, 1967.

Seminar on "Water Resources Problems of Massachusetts" University of Massachusetts Environmental Sciences Institute, May, 1967.

Radio Talk -- "The Meaning and Significance of Water Quality Standards and Stream Classification Programs", WFBR, February, 1967.

Radio Talk --"Water Pollution Control", WFBR, May, 1967.

Summary and Evaluation of Symposium Papers on "Agriculture and the Quality of Our Environment", AAAS, January, 1967.

B. Other Activities

Meeting of U.S. Steering Committee, International Hydrological Decade, Washington, D.C., July, 1966.

Meeting of Governor's (Oklahoma) Conference on Water Quality Criteria, July, 1966.

Appointment to Governor's Public Health Council of Massachusetts, July, 1966 and participation at monthly meetings.

Chairman, New England Council of Water Center Directors, bi-monthly meetings.

Organization of Water Rights Law Conference sponsored by New England Council of Water Center Directors, Boston, November, 1966.

Secretary General, "Third International Conference on Water Pollution Research", Munich, Germany, September, 1966.

Participation at Annual Conference of the Water Pollution Control Federation", Kansas City, Missouri, September, 1966 and participation in programs of Research Committee and Program Arrangement Committee.

OTHER PROFESSIONAL ACTIVITIES, CONT.

B. Other Activities, Cont.

Appointment to Governor's Oversight Committee on the Massachusetts Clean Waters Act and participation in meetings of the Committee, December, 1966.

Appointment to Advisory Committee on Environmental Health, Division of Sanitary Engineering, Massachusetts Department of Public Health, and participation in meetings of the Committee, January, 1967.

Attendance at Annual Meeting of American Association for the Advancement of Science, December, 1966.

Participation in Annual Meeting of Directors of Water Resources Research Institutes, Washington, D.C., January, 1967.

Chairman, Sub-Committee on Water Pollution Research Needs, Governor's Oversight Committee on Massachusetts Clean Waters Act, March, 1967.

Consultant to Cornell University College of Agriculture on Disposal of Animal Wastes, April, 1967.

Participation in meeting of U.S. National Committee, International Association on Water Pollution Research, Washington, D.C., May, 1967.

Chairman, Meeting of ASCE Committee on Environmental Health, Washington, D.C., May, 1967.

Participation in "Water For Peace Conference", Washington, D.C., May, 1967.

Organization and Chairman of Water Resources Research Symposium, University of Massachusetts, June, 1967.

Participation in meeting of Governing Board, International Association on Water Pollution Research, London, England, June, 1967.

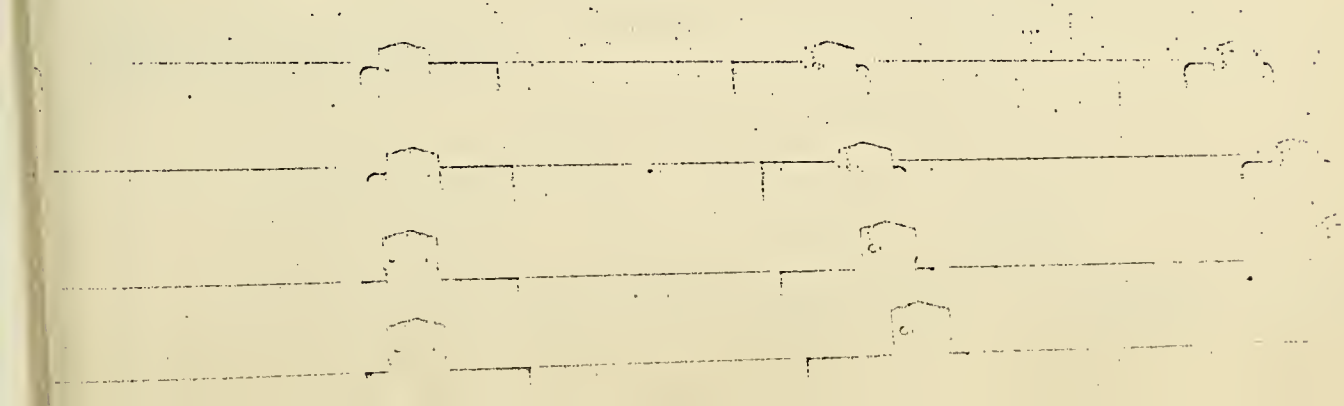
STATEMENT OF STATUS OF PROJECTS AND ON INTENTION FOR FUTURE PROJECT SUPPORT AND DIRECTION

Project		Intention
WR-1,	A Survey and Evaluation of Small Artificial Recreational Ponds in Central Massachusetts.	This project will be completed on June 30, 1968.
WR-2,	The Ecology of the Young Fishes of the Weweantic River Estuary.	This project will be a component of the consolidated project WR-19, Impact and Fate of Pollution in Estuarial Waters, and has been redesignated as sub-project WR-19A. During fiscal year 1968, the scope of this project will be modified to integrate it more closely with other sub-projects of WR-19.
WR-3,	Hydrological Studies in Massachusetts.	This project will be completed by June 30, 1968.
WR-4,	Pilot Study of the Occurrence and Characteristics of Shallow-Aquifer Contamination in Massachusetts.	This project will be completed on June 30, 1967.
WR-5,	Development of Methods for increasing Efficiency of Water Use in Cranberry Culture.	Project to be completed June 30, 1967.
WR-6,	Relation of Sediment Load to Hydrological Characteristics of Connecticut River Between Northfield and Springfield, Massachusetts.	Project has been completed and report is being submitted.
WR-7,	The Ecological Significance of Cellulolytic Bacteria in Quabbin Reservoir.	This project will be a component of consolidated project WR-18, Arrest of Aging Process in Massachusetts Lakes Resulting From Man's Activities, and has been redesignated as sub-project WR-18 B, The

Project		Intention
WR-7, Cont.		Ecological Significance of Cellulolytic Bacteria in a Eutrophied Lake. A modified scope of WR-7 will be submitted during fiscal year 1968.
WR-8,	Adsorption of Pesticides on Earth Materials.	This project will be a component of the consolidated project WR-19, Impact and Fate of Pollution in Estuarial Waters, and has been redesignated as sub-project WR-19 B. During the fiscal year 1968, the scope of this project will be modified to integrate it more closely with other sub-projects of WR-19.
WR-9,	Closed Systems for Animal Sewage Treatment.	This project will be continued in fiscal year 1968. It will be expanded by incorporation of the findings of WR-15, Sub-Surface Irrigation of Turf Areas -- Nozzle Design and Spacing, which will be completed on June 30, 1967.
WR-10,	Pesticide Occurrence, Concentration, and Degradation in Free Water Systems.	This project will be a component of the consolidated project WR-19, Impact and Fate of Pollution in Estuarial Waters, and has been redesignated as sub-project WR-19 C. During fiscal year 1968, the scope of this project will be modified to integrate it more closely with other sub-projects of WR-19.
WR-11,	Effects of Organic Deposits on Water Quality in Impoundments.	This project will be terminated on June 30, 1967. Its resources will be employed in a sub-project of consolidated project WR-18, Arrest of Aging Process in Massachusetts Lakes Resulting From Man's Activities. A new scope of the sub-project, sub-project WR-18 A, Control of Benthic Deposits in Lakes, is submitted herewith.
WR-12,	Thermodynamic Relationships Within the System "Sediment-Water-Air".	This project will be terminated on June 30, 1967.

Project	Intention
WR-13, The Effects of Climate Upon the Work Capacity and Cardiac and Opercular Cycles in Fresh-Water Fish.	This project was completed in September, 1966. A report, unfortunately delayed because the Principal Investigator is in England, will be submitted.
WR-14, Conference on Applied Geology in Massachusetts.	This project related to partial support for a Conference on Applied Geology in Massachusetts. All action on this Conference was completed in fiscal year 1966.
WR-15, Sub-Surface Irrigation of Turf Areas -- Nozzle Design and Spacing.	To be completed on June 30, 1967.
WR-16, Small Watershed Storage Increase Using Low Dams.	Completed and report is being submitted.
WR-17, The Mechanics of Fluid Transport in Vegetation.	To be completed June 30, 1967.
WR-18, Arrest of Aging Process in Massachusetts Lakes Resulting From Man's Activities.	This is a new project which is a consolidation of project WR-11, Effects of Organic Deposits on Water Quality in Impoundments; and WR-7, The Ecological Significance of Cellulolytic Bacteria in Quabbin Reservoir; and a new sub-project, WR-18 C, Determination of the Feasibility of Removal of Algal Nutrients in Lake Waters by Ion-Exchange. These projects are now sub-projects of the consolidated project, and have been redesignated for purposes of program administration as WR-18 A, Control of Benthic Deposits in Lakes; WR-18 B, The Ecological Significance of Cellulolytic Bacteria in a Eutrophied Lake; and WR-18 C, respectively. (See statements for WR-7 and WR-11.) This consolidated project has for its immediate objective the development of effective ways of arresting the aging process in small, eutrophied lakes representative of Massachusetts. Our long-range objective is to create a lake studies center which will be concerned with all phases of lake use including physical and biological characterization,

Project	Intention
WR-18, Cont.	institutional factors related to regionalization of planning and management methodologies, and planning, economic and legal aspects related to integration of such water resources in regional water resource development plans. It is the intention of the Water Resources Research Center to submit a matching grant proposal for this project for such support in fiscal year 1968.
WR-19, Impact and Fate of Pollution in Estuarial Waters.	This project is a consolidation of WR-2, The Ecology of the Young Fishes of the Weweantic River Estuary; WR-8, Adsorption of Pesticides on Earth Materials; WR-10, Pesticide Occurrence, Concentration, and Degradation in Free Water Systems. These projects have been designated for the administration by this office as sub-projects WR-19 A, WR-19 B, and WR-19 C respectively. The research attack on pesticides in the Weweantic estuary represents the initial phase of a long-range, comprehensive research program involving the protection of the quality of the estuarial waters of Massachusetts.
WR-20, Microbial Degradation of Organic Pollutants of Industrial Origin.	This is a new project. It is proposed during fiscal year 1968 to submit this project to the Federal Water Pollution Control Administration for support by research grant.
WR-21, Optimum Utilization and Management of Waterbearing Formations Hydraulically-Connected to a Stretch of the Connecticut River.	This is a new project. In fiscal year 1968 this project will be included in a plan for a comprehensive research program on optimum use of a stretch of the Connecticut River. This program will be based on studies on problems and pathways to regional planning and management, and analysis of multiple alternatives to attainment of water resource objectives.
WR-22, A Case Study of Attitudes of Local Decision-Makers Toward Water Pollution Abatement in Selected Massachusetts Communities on the Connecticut River.	Initiated during the year. Project to be completed on June 30, 1967.



July 7, 1967

To: Dean Moore
From: Leone A. Barron
Re: Information for Annual Report

During 1966-67, the University of Massachusetts Press published the following works:

Baxter, Maurice. Daniel Webster and the Supreme Court.

Bedford, Henry. Socialism and the Workers in Massachusetts, 1886-1912.

Golden, Morris. Fielding's Moral Psychology.

Hatch, Benton L. A Check List of the Publications of Thomas Bird Mosher of Portland, Maine.

Loewenstein, Karl. Max Weber's Political Ideas in the Perspective of Our Time.

McDonald, Charles. The Rhetoric of Tragedy: Form in Stuart Drama.

Raymond, Agnes. Jean Giraudoux. The Theatre of Victory and Defeat.

Scott, William T. Erwin Schrodinger, An Introduction to His Writings.

Sheldon, William G. The Book of the American Woodcock.

Transactions of the Charles S. Peirce Society, 11,ii.

Transactions of the Charles S. Peirce Society, 111,i.

The following titles are now in editorial or production stages, for fall and winter publication:

Hicks, John. Thoreau in Our Season (reprint).

Koehler, Stanley, et al. A Curious Quire (reprint).

Potter, Vincent J. Peirce's Ontological Pragmatism.

Robin, Richard S. Annotated Catalogue of the Papers of Charles Sanders Peirce.

Van Voris, Jacqueline. Constance de Markievicz: In the Cause of Ireland.

Weston, John C. The Jolly Beggars.

The Committee approved the following works, scheduled for the Spring of 1968:

Baskin, Leonard. Figures of Dead Men, with a foreword by Archibald MacLeish.

Fabos, Julius. Frederick Law Olmsted.

Francis, Robert. The Satirical Rogue.

Ruchames, Louis. A Documentary History of Racial Thought in America.

The Madrid Codices....

New titles were screened from over 100 manuscripts submitted to the Press for consideration.

University of Massachusetts Press titles have been well reviewed--sometimes as late as two years after their publication (the backlog in scholarly journals is heavy). Reviewers comments have included:

Dialectics and Nihilism, by Peter Heller.
"Heller's is an important work." -- Choice

Between Wars and Other Poems, by Anne Halley.
"The poems are in every way worthy of their distinguished format. This is excellent poetry...we look for more." --The Yale Review

Socialism and the Workers in Massachusetts, by Henry F. Bedford.

Bedford "has brought to light a great deal of useful information....His study as a whole substantially amplifies the record of a forlorn but lively cause."--The Journal of American History

Max Weber's Political Ideas in the Perspective of Our Time, by Karl Loewenstein.
"a much needed" volume--The American Political Science Review

A Check List of the Publications of Thomas Bird Mosher of Portland, Maine, by Benton L. Hatch.
"This book itself is a masterwork printed by the Gehenna Press....Hatch's bibliography is nearly faultless. This limited edition (500) is valuable

as bookmaking, printing history, and a contribution to the annals of literary America." --Choice

Six of eight titles reviewed in Choice, which shares with Library Journal the respect of acquisitions departments, were selected as Outstanding Academic books of the year. A Check List of the Publications of Thomas Bird Moser of Portland, Maine was among the 25 books which won an award this year from the Association of American University Presses, as distinguished contributions to scholarship and the craft of bookmaking.

Title subsidies in aid of publication extended the budget. A large government purchase helped sustain manufacturing costs of The Book of the American Woodcock. A grant from the department of philosophy at Harvard is being applied to manufacturing costs of An Annotated Catalogue of the Papers of Charles S. Peirce.

The Press was admitted to the Association of American University Presses in June of 1966, and entitled to attend for the first time the annual meeting in Toronto, this June. Valuable professional assistance is provided by the Association. At the request of the Press Committee, Victor Reynolds, director of the University Presses of Virginia and a member of the Association's Advice and Assistance Committee, was asked to survey Press operations this Spring. His valuable recommendations are attached.

Sales have shown a marked improvement during 1966-1967. Sales receipts for 1965-66 totalled $14660, for 1966-67, $28109. This jump is $3000 in excess of our budget projection prepared for the Long Range Planning Report. A rough estimate for the year indicates that the Press has also doubled its total sales (as distinct from cash receipts)--from $17,000 in 1965-66 to $34,000 this year. Such a spurt is encouraging.

Two needs of the Press are major: additional staff and a warehouse. The latter will become a critical issue within a year; meanwhile, facilities in the basement of Munson Hall will represent an improvement over current quarters. The Press supports Mr. Reynolds' recommendation that the University build an inexpensive warehouse on the edge of the campus.

The staff of the Press has grown, in three years, from one part-time employee to five full-time, plus part-time assistants. In September, the new Design and Production Manager will be on 3/5 time; to assist him and to replace the present part-time office girl, a full time clerk should be employed. At present, the director, with a part-time assistant, is responsible for editing manuscripts. Such detailed and time-consuming work should be assigned to a full-time professional copy-editor, made available and more time to the director for the all-important task of search editing, the obtaining of titles for a growing list. Publish or Perish is a motto appropriate to the publisher as well as to the scholar. The present University Press list is a good one, but it is small. Development of the list is imperative, and the time to do so requires additional staff.

ANNUAL REPORT TO 6/30/67

POLYMER SCIENCE AND ENGINEERING

PROGRAM INITIATED 9/1/66

1. Students

	Spring Semester 1966	Fall Semester 1967	Spring Semester 1967
Majors Served	0	2	5
Others in Residence	0	~10	~10
Part-Time Majors	0	~ 7	~10

The PSE Seminar Program is the most active on campus; about 50 speakers per year, about 20 from outside U.S. Seminar notices are mailed to over 200.

2. Faculty

All Faculty have joint appointments except the Chairman. Areas of research interest are cited in an attachment.

ROGER S. PORTER

Associate Professor and Chairman, Polymer Science and Engineering Program.

Publications

The following have appeared in print since arriving on campus 9/1/67. They all carry the University identification.

1. The Effect of Tacticity on Polypropylene Fractionation
Roger S. Porter, Manfred J. R. Cantow, and Julian F. Johnson
Die Makromolekulare Chemie, 94, 143 (1966)

2. Sample Concentration Effect in Gel Permeation Chromatography
Manfred J. R. Cantow, Roger S. Porter, and Julian F. Johnson
Journal of Polymer Science, B4, 707 (1966).

3. Some Flow Characteristics of Mesophase Types
Roger S. Porter, Edward M. Barrall II, and Julian F. Johnson
Journal of Chemical Physics, 45, 1452 (1966).

4. Gel Permeation Chromatography with Organic Solvents
Julian F. Johnson, Roger S. Porter, and Manfred J. R. Cantow
Reviews of Macromolecular Chemistry, 1, 393 (1966).

5. A Rheological Interpretation of Torque-Rheometer Data
Judson E. Goodrich and Roger S. Porter
Polymer Engineering and Science, 7, 1 (1967)

6. Polymer Degradation VI - Distribution Changes on Polyisobutene Degradation in Laminar Flow
Roger S. Porter, Manfred J. R. Cantow and Julian F. Johnson
Polymer, 8, 87 (1967).

7. Specific Heats of Nematic, Smectic, and Cholesteric Liquid Crystals by Differential Scanning Calorimetry
Edward M. Barrall II, Roger S. Porter and Julian F. Johnson
Journal of Physical Chemistry, 71, 4, 895 (1967).

8. Polymer Degradation. V. Changes in Molecular Weight Distribution During Sonic Irradiation of Polyisobutene
Roger S. Porter, Manfred J. R. Cantow and Julian F. Johnson
Journal of Applied Polymer Science, 11, 335 (1967).

9. Effect of Temperature and Polymer Type on Gel Permeation Chromatography
Manfred J. R. Cantow, Roger S. Porter and Julian F. Johnson
Journal of Polymer Science, Part A1, 5, 987 (1967).

10. Polyisobutene Degradation in Laminar Flow: The Effect on Molecular Weight Distribution
Roger S. Porter, Manfred J. R. Cantow and Julian F. Johnson
Journal of Polymer Science, Part C, 16, 1 (1967)

11. A Comparison of Molecular Weight Distributions for Polyisobutenes as Determined from Gel Permeation and Gradient Elution Chromatographic Fractionation
Manfred J. R. Cantow, Roger S. Porter and Julian F. Johnson
Journal of Polymer Science, Part C, 16, 13 (1967).

12. Chromatographic Fractionation
Roger S. Porter and Julian F. Johnson
In book POLYMER FRACTIONATION, Manfred J. R. Cantow Editor, Academic Press, New York, 95, 1967.

Funded Research Grants

Title of Proposal	Agency	Years of Grant	Total
Orientation and Optical Properties of Liquid Crystals	Univ. of Massachusetts	1	$ 1,000
Thermal Properties of Mesophases	Department of Health, Education and Welfare	3	$60,250

Professional Activities

Editorial Work

1. Advisory Board Journal of Polymer Science, A-2, Polymer Physics.
2. Assistant Editor 1966, Transactions of the Society of Rheology.

Meetings

Participated in many meetings including two sponsored by the National Academy of Sciences - National Research Council.

1. Conference on the Characterization of Macromolecular Structure, Airlie, Virginia, April 5 - 7, 1967.
2. Conference on Polymer Structure and Mechanical Properties, U.S. Army Natick Laboratories, April 19 - 21, 1967.

Committees

American Chemical Society

1. National Committee on Constitution and Bylaws
2. Division of Colloid and Surface Chemistry
   a. Committee on Bylaws
   b. Committee on Graduate Student Relations
   c. Committee on Annual Symposium

International Meeting on Liquid Crystal - 1968
Organizing Committee

Nomination

The President, Mr. A. H. Batchelder of his former company, Chevron Research Company, placed his name in nomination, 2/24/67, for the National American Chemical Society Award in Petroleum Chemistry.

Research Presentations

Place	Subject	Date
General Tire & Rubber Company Akron, Ohio	Polymer Rheology and the Effect of Degradation and Distribution	10/26/66
Kent State University Kent, Ohio	Rheology of Liquid Crystals	10/27/66
Case Institute Cleveland, Ohio	The Steady-Flow Rheology of Polymers and Liquid Crystals	10/28/66
Society of Rheology Atlantic City, New Jersey	A Relationship between Molecular Weight Distribution and Non-Newtonian Flow for Polyisobutene	11/2/66
Society of Rheology Santa Barbara, California	The Steady Flow of Partially Crystalline Polyethylene*	2/7/67
Northeastern University Boston, Massachusetts	Column Chromatographic Methods for Fractionation and Distribution Characterization	2/13/67
American Physical Society Chicago, Illinois	Order in Mesophases	3/29/67
National Academy of Science Airlie, Virginia	Column Fractionation Other than GPC*	4/6/67

* Given by Dr. J. F. Johnson

American Chemical Society Miami, Florida	Heats of Transition of Cholesteryl Esters as Measured by Differential Scanning Calorimetry	4/12/67
Monsanto Company Springfield, Massachusetts	Energy-Induced Changes in Polymer Molecular Weight Distribution	4/28/67
ASTM - New England District University of Massachusetts	Impurities and Contamination-Summary Speaker	5/4/67
McGill University, Montreal Polymer Discussions - Advances in Polymer Characterization	Elution and Gel Permeation Chromatography	5/12/67
Wayne State University Polymer Conference Series	Rheology of Polymeric Materials-Mechanical Degradation of Polymers	5/25/67

ROBERT W. LENZ

Associate Professor Chemical Engineering and Member PSE Faculty

Publications

1. ORGANIC CHEMISTRY OF SYNTHETIC HIGH POLYMERS
   Robert W. Lenz
   Interscience Publishers, New York, March, 1967.

2. "Polymer Preprints"
   Robert W. Lenz, Editor
   Volume 8, No. 1, American Chemical Society, April, 1967.

Professional Activities

Invited Seminars and Talks

1. Seminar at Esso Research and Engineering Company, Baytown, Texas, January 13, 1967, "Reaction-Induced Crystallization of Poly (ester-Acetals).

2. Talk to the Chicago Section of the American Chemical Society, Polymer Group, March 17, 1967, "Reaction-Induced Crystallization of Poly (ester-Acetals).

3. Talk to the Northern New Jersey Section of the American Chemical Society, Polymer Group, March 27, 1967, "Reaction-Induced Crystallization of Poly (ester-Acetals)."

4. Seminar at Stauffer Chemical Company, Eastern Research Laboratory, Dobbs Ferry, New York, April 21, 1967, "Reaction-Induced Crystallization of Poly (ester-Acetals)."

5. Session Chairman, Polymer Division General Papers, National Meeting of the American Chemical Society, New York, September 12, 1966.

Meeting

Attended Meeting of the American Chemical Society, Miami Beach, Florida, April 1967.

Committees

1. Chairman, Publications Committee, Polymer Division, American Chemical Society.
2. Member of Executive Program and Membership Committees, Polymer Division, American Chemical Society.
3. Member of Organizing Committee, "Symposium on Spinning and Drawing of Fibers," National Meeting of the American Chemical Society, New York, September, 1966.

Consulting

1. Fabric Research Laboratories, Dedham, Massachusetts
2. Esso Research and Engineering Company, Baytown, Texas

WILLIAM J. MACKNIGHT

Assistant Professor of Chemistry and Member PSE Faculty

Publications

1. Volume Changes Accompanying the Extension of Rubber-Like Materials
   William J. MacKnight
   Journal of Applied Physics, 37, 4587 (1966).

2. Chemical Stress Relaxation
   William J. MacKnight
   Polymer Preprints, 8, 106 (1967).

3. Dynamic Mechanical Properties of Ionic Polymers
   Lawrence W. McKenna, William J. MacKnight and Bryan E. Read
   Bulletin of the American Physical Society, 12, 367 (1967).

4. The Effect of Sπ on the Polymerization of Liquid Sulfur and the Nature of Sπ
   William J. MacKnight, J. A. Poulis and C. H. Massen
   Journal of Macromolecular Science A1(4) 699 (1967).

Funded Research Grant

Title of Proposal	Agency	Years of Grant	Total
The Role of Interchain Forces in Rubber Elasticity	National Science Foundation	2	$18,700

Professional Activities

Meetings and Contributed Papers

1. Fourth Annual Plastics Institute of American Conference, November, 1966.
2. American Physical Society Meeting, Chicago, Illinois, March, 1967.
3. American Chemical Society National Meeting, Miami Beach, Florida, April, 1967.
4. New York Academy of Science, June, 1967.

RICHARD S. STEIN

Commonwealth Professor of Chemistry, Director of the Polymer Research Institute, and Member PSE Faculty

ublications

1. Scattering of Light by Films having Nonrandom Orientation Fluctuations
R. S. Stein, P. F. Erhardt, S. B. Clough and G. Adams
Journal of Applied Physics, 37, 3980 (1966).

2. Measurement of Pole Figures and Orientation Functions for Polyethylene Films Prepared by Unidirection and Oriented Crystallization
C. R. Desper and R. S. Stein
Journal of Applied Physics, 37, 3990 (1966).

3. U.S.-JAPAN SEMINAR IN POLYMER PHYSICS
Richard S. Stein and Shigeharu Onogi, Editors
Journal of Polymer Science, Part C, No. 15 (1966).

4. Rheo-Optics of the Deformation of Crystalline Polymers
Richard S. Stein
Journal of Polymer Science, Part C, No. 15, 185 (1966).

5. The Time Dependence of Crystal Orientation of Polyethylene
R. S. Stein, T. Kawaguchi, I. Kimura and A. Takeuchi
Journal of Polymer Science, Part B, 5, 339 (1967)

6. Some Optical and Mechanical Properties of Poly(vinyl Chloride)
R. S. Stein and A. Utsuo
Journal of Polymer Science, Part A-2, 5, 583 (1967).

Funded Research Grants

Source	Project Title
Allied Chemical Company	Studies of Fluorocarbon Copolymers
General Electric Company	Polycarbonate Resins
General Tire and Rubber Company	Studies of the Mechanical and Optical Properties of Rubber
Hercules Powder Company	(Grant-in-Aid)
Mobil Chemical Company	Studies on Crystalline Polyolefins

Monsanto-Polymer	(Grant-in-Aid)
Office of Naval Research	Research on the Structure of Synthetic High Polymers
National Science Foundation	Dynamic Dichroism of Polymer Solids
Petroleum Research Fund	The Relationship between Crystal Morphology and Mechanical Properties of Crystalline High Polymers

Professional Activities

Meetings and Contributed Papers

1. National American Chemical Society Meeting, New York, September 13-16, 1966.
2. Fiber Society Meeting, Boston, September 21-23, 1966.
3. IUPAC Conference, Japan, September 26 - October 12, 1966.
4. Welch Conference on Polymers, Texas, November 21 - 23, 1966.
5. Wilmington American Chemical Society, Wilmington, Delaware, December 7, 1966.
6. Conference on Polymer Structure and Mechanical Properties, U.S. Army Natick Laboratories, April 19-21, 1967.
7. Massachusetts Institute of Technology Seminar, April 28, 1967.
8. Lowell Institute of Technology Seminar, May 1, 1967.
9. Celanese Plastics Company, Clark, New Jersey, May 9, 1967.
10. New York Academy of Science, May 10, 1967.
11. Wayne State Polymer Conference Series, May 16, 1967.
12. Westchester American Chemical Society, May 18, 1967.
13. Syracuse University, May 23, 1967.

Consulting

1. General Electric Company
2. Monsanto Company
3. General Tire and Rubber Company
4. Chemstrand Research Center
5. U.S. Army Natick Laboratories

Member

Advisory Board, Journal of Polymer Science
Chemistry Department Personnel Committee

Director

Polymer Research Institute

3. Accomplishments of PSE Program Since Inception 9/1/67

a. The requirements for Masters and Ph.D. degrees in PSE have been established, see attachment.

b. A set of core courses in PSE have been organized.

c. The new PSE Program has been publicized widely. Notices have appeared in the principal journals and over 200 "personal" letters were sent out on the IBM automatic typewriter.

d. In co-sponsorship with Chemistry, Professor R. S. Stein was placed in nomination for two different awards of the American Chemical Society. The PSE Faculty also nominated him for an award of the American Physical Society.

e. A status report was prepared on the first six months of the PSE Program.

f. A polymer contribution was prepared for the Engineering School proposal to STSA for an Engineering Research Institute.

g. Two of our members, Dr. MacKnight and Dr. Lenz, helped develop the proposal for project Themus.

4. a. The PSE Faculty introduced its program to the campus by inviting University research leaders and department heads to its faculty luncheons.

b. PSE 501, Introduction to Polymer Science and Engineering, was offered in the evening at General Electric, Pittsfield. This course for credit may bring students in for thesis.

c. Seniors in Chemistry, Physics, and Engineering have been encouraged by individual notices to take PSE 501. It should represent a valuable elective and will prepare students for graduate work with other Universities having polymer programs.

d. Each member of the PSE Faculty has authored or edited a book.

1. "Organic Chemistry of Synthetic High Polymers," Interscience, 1967, by Robert W. Lenz.

2. "Polymeric Sulfur and Related Polymers," Interscience, 1965, by William J. MacKnight and Arthur V. Tobolsky, appeared 1966.

3. "Ordered Fluids and Liquid Crystals," American Chemical Society Advances in Chemistry Series No. 63, 1967, Edited by Roger S. Porter and Julian F. Johnson.

4. "U.S.-Japan Seminar in Polymer Physics," Interscience, 1966, Edited by Richard S. Stein and Shigeharu Onogi.

e. The PSE Program has pursued monies for support of graduate student research. An application for approval of the program for NDEA Title IV Fellowships and Traineeships has been filed. An NSF Traineeship has been received. Two fellowships have been received.

Stauffer Chemical Company	$4,000
American Chemical Society - Division of Rubber Chemistry. For tuition only.	$1,000

5. The PSE Program has grown more rapidly than expected. About 16 full time majors will be enrolled in the fall of 1967. It will thus be highly desirable to add one new faculty member in each of the first few years. Additions are desired in the specialization areas of theory, morphology and synthesis. Desk and lab space for new faculty is seriously limited. Ideas are welcome here.

The PSE Program has been given a generally favorable matrix in which to develop. However an improvement in support facilities would be a great aid.

a. A staff draftsman for making figures and slides appears imperative.

b. Professionally trained librarians are necessary to make science libraries operate effectively.

c. The machine shop is not an effective unit. We make every effort to get work done off campus because of lengthy delays and discussions. The University, it appears, has the facilities. The need is to obtain competent personnel. Perhaps salaries should be considered beyond the standard shop levels.

Many plans for development are afoot. For example, the University in 1968 will host the Biennial Polymer Symposium, the biggest single meeting in our field; about 400 are expected.

Submitted by

Roger S Porter

Roger S. Porter, Head
Polymer Science and
Engineering Program

RESEARCH COMPUTING CENTER

ANNUAL REPORT
1967

INTRODUCTION

As indicated in the 1966 Annual Report, the Center must continue to expand and develop to meet the multifarious requests for a wide variety of computational services. Indicators of the University wide interest include such items as the increased hours of computer usage, the growth of computing science courses, increases in the requests for programming services, an overall increase in the number of student and faculty computer users, as well as continued University interest in the UMASS remote access or time-sharing system. As is true for many units and departments on campus, the primary limiting factor in the growth and expansion of the Computing Center continues to be economic or financial wherewithal. Nevertheless, the Center has continued to grow and expand its services as delineated in its previous plans.

ACCOMPLISHMENTS--1966-67

A. Control Data 3600. Computing Operations.

For all practical purposes almost all of the Center computing workload is now done on the 3600 computer. The Center operates on a three (3) shift basis with three closed shop runs per day which permits users rapid access to the computer. (The intervening times are used by Center personnel developing the UMASS system and other users on a dedicated basis). All three shifts are manned by full-time staff with assistance of student help at key periods--such as weekends.

Tables I and II indicate the number of users during the past three years and cash received from various users of the Center during the past fiscal year.

B. Time-Sharing System--UMASS

A major portion of the Center's programming efforts have been devoted to developing the software for a remote multiple access computing system utilizing teletypewriters and telephone lines connected to the CDC 3600 computer through a PDP-8 computer. The system, designated UMASS (Unlimited Machine Access from Scattered Sites), will permit up to 64 users to simultaneously enter problems and receive answers almost instantaneously. The time sharing system, with 32 teletypewriters on line initially, is scheduled to be available for the 1967 Fall Semester. (A complete description of the system is available under the title "UMASS--A Modest Time-Sharing System for the CDC 3600)."

It is planned that a new Users Schedule will go into effect with the Fall Semester 1967. This schedule is:

Monday through Friday

Midnight-- 8 a.m. -- Drum SCOPE (including UMASS cleanup)

8 a.m. -- 9 a.m. -- Preventive Maintenance

9 a.m. --- 1:30 p.m. -- Drum SCOPE (Batch mode)

1:30 p.m. -- 5:30 p.m. -- UMASS

5:30 p.m. -- 7:30 p.m. -- Drum SCOPE (Short jobs only)

7:30 p.m. -- Midnight -- UMASS

Saturday and Sunday

Friday midnight -- Saturday 1 p.m. -- Drum SCOPE

Saturday 1 p.m. -- Sunday midnight -- UMASS system

C. IBM 1620 Computer UMASS

The 1620 computer is available for users in an open-shop mode on a 24 hour per day basis for the few isolated users with programs which are not converted to the CDC 3600. Programming effort on the 1620 by the Center staff has ceased. The system and its software have been extremely reliable.

D. Software and Services

1. As of April 1967 the Center inaugurated a new automated computer time and services billing system for the 3600 computer utilizing the recently installed DRUM Scope as the primary operating system. The new accounting procedure represents a complete revision of the previous one and provides a much more detailed and informative report of computer usage. In addition to a monthly billing to all computer users, the Center now produces a daily audit of all jobs run on the CDC 3600. (Usage charges have remained constant at $250/hour for the 3600 and $25/hour for the 1620 computer).

2. The Center's Program Library for the collection and dissemination of general purpose application programs useful to both students and researchers has continued to expand. The library is under the direction of one of the two consultants provided as a service to users of the Center. Examples of recent program acquisitions include:

(a) A package of matrix programs from the University of Wisconsin;

(b) The acquisition and conversion of a BMD series of statistical programs;

(c) A large number of Goddard Computer Science (medical) programs presently being converted to the CDC 3600 from IBM 1620 format;

(d) The conversion of a variety of popular programs from the CDC User Group.

Currently, the Center Computing Library maintains an extensive listing of available programs which are obtainable from other computer libraries--on two weeks notice. Conversely, general user programs developed by the Center users are reproduced for other COOP users--on demand. (During the past year 15 University user programs were made available to affiliated COOP users).

3. A monthly newsletter for all users -- Bits and Bytes -- describing Center policies, services, hours, new library programs, future plans, programming techniques, and so on has been written, edited, and published by one of two

Center consultants.

4. Two full-time consultants are available to Center users to assist with programming problems. In addition they publish the Center newsletter and maintain the programming library. This service continues to be widely used with an average of 30 to 50 calls or visits per day depending upon the University Calendar.

E. Hardware Acquisitions

1. The acquisition and installation of a PDP-8 computer will enable the Center to implement the University developed time-sharing system. It is planned that initially up to 64 teletypewriters will be tied into the CDC 3600 computer through the PDP-8 with an eventual capacity of 128 units from various sites both on and off the campus.

2. The Center has made a significant improvement in the processing of users' jobs--approximately a 200 percent saving in processing time--through the acquisition and installation of additional mass storage in the form of a high speed magnetic drum. The magnetic drum will also be a significant piece of hardware for implementing the time-sharing system through the temporary storage of user programs in various stages of processing and as an intermediate storage device for messages sent to and from the teletypes. (The drum will continue to be used for batch processing as well).

3. As of June 1967 the Center received and is in the process of installing two Disk Storage Drives. When this equipment is tied in with the 3600 computer the disk packs--each with 2 million character storage-- will provide a random access, on-line storage capability for programs and data which are submitted and retrieved under control of the UMASS system.

The usage of the disk packs should be expanded, as time and personnel constraints permit, to provide additional random access possibilities for users. For example, it is feasible and possible to store and randomly retrieve the

complete transcripts for one year for 4,000 graduate students on one disk pack. Other users from the various departments and schools on campus may conclude that they have similar data storage and retrieval problems for disk packs.

F. Space Utilization.

Since the Computing Center occupies a well-defined area in the Engineering Laboratory building, there are very limited opportunities for expansion. Every attempt has been made, however, to utilize the space as efficiently as possible.

1. The Input-Output room has been relocated so that it is contiguous to and incorporated with the CDC 3600 computer room. This move should effect a cost reduction in student personnel to man the room during evening hours since the regular computer operators may now cover this function during slow periods. Also, the dispatcher can more easily learn how to operate the computer thereby enhancing her value to the whole operation.

2. The two consultants are now relocated in a room by themselves thereby eliminating the interruptions to Center personnel, e.g., programmers requiring quiet surroundings. (The consultants average 30 to 50 calls or visits per day). This move also provides improved services to the Center users since work tables and space have been provided in the consultant's room for this purpose.

3. By re-locating the keypunch operator in an open work area a Users Room is now available opposite the new Input-Output room. This should cut down on the user traffic problem where previously the users stood in the hallways and stairs waiting, discussing, and checking their work.

4. Room 311 has been and is in the process of being equipped as the Center public teletype area-fifteen units. The room will also be used for lab demonstrations for Computer Science students.

G. Personnel

Substantially the same personnel operate the Center as in fiscal 1966. Two new positions were filled in June 1967: Assistant Director for Administration (Fitzgerald); Senior Applications Programmer (Conter).

SUMMARY OF ACCOMPLISHMENTS -- 1966-67

In sum, the approach has been to improve and expand the services provided to users of the Center, to make adequate provisions for future growth, and still maintain costs at current levels or effecting cost reductions wherever possible. Even so, there are obvious constraints which are limiting factors such as limitations on available space and minimal finances for basic and necessary computer equipment, Center supplies, as well as office furniture. Previous memoranda have also documented the fact that the Center is attempting to do more systems programming for UMASS with fewer programmers than similar or comparable University Computing Centers.

Expansion of the services offered by the Center to the University and other users is predicated on augmenting the programming staff with capable systems and application personnel. While it is not the intent to continually stress the financial and budgetary aspects of the Center, it must be concluded that it will become increasingly difficult to meet expanding operational requirements because of budgetary considerations with the attendant result that future growth may indeed be limited.

FUTURE PLANS and NEEDS

A. Applications Contract Programming Service.

For some time it has been evident that researchers using the computing facilities have manifested a strong desire for some form of contract programming service. The Center has been constrained from providing such a service by the recognition that complete satisfaction of the University's needs for programming would require an inordinate financing outlay for applications programmers, space allocations, office equipment and supplies, as

well as computer equipment and supplies.

In lieu of providing staff contract programmers the Center will initiate an applications programming service which, it is expected, will eventually grow to satisfy a sizeable portion of the programming demand. This may be done by locating, training, and directing student programmers under the guidance of a 'senior' applications programmer. (This project is fully detailed in a February 1967 memo). Initially, the applications service will concentrate on 5 to 10 projects the first year with a doubling of that number during the second year.

B. UMASS Time-Sharing System

Currently, the basic time-sharing system is 90 percent completed and the Center staff involved with systems programming has reached the final stages of implementing and documenting the initial version of UMASS. (This basic time-sharing version will compile the FORTRAN, BASIC, SMALL and COGO language programs and allow day-to-day storage and retrieval of programs and data). Once this version of UMASS is operational the Center staff will turn its energies to developing more sophisticated versions directed towards such items as computer-aided instruction, on-line business gaming with multiple participants and background batch processing of submitted jobs.

In conjunction with the development of UMASS the Center is coordinating the publication of a Users Guide or manual to be utilized as a training aid for those employing the time-sharing system. It is expected that the manual will be available for the 1967 Fall Semester.

C. Review of Sources of Revenue

Because of budgetary limitations and constraints the Center plans to mount a drive to secure additional funds. Several areas will be investigated including research grants from outside sources, student lab fees, users'

fees, consultant fees (both professional and student), charges for peripheral equipment, new users, and cost reductions.

D. Publicity

From empirical observations it appears that the Center has a reasonably good image and enjoys a fair amount of publicity. However, there is always room for improvement. Discussions are underway and will continue thru the year, to improve the Center's image and publicity through: (1) affiliation with a University Speakers Bureau; (2) an internal Center emphasis on such items as good traffic flow, the personal-service approach to human relations, and overall neatness in the Center; and, (3) the possible introduction of a closed circuit televised course in Computer Science. Future developments may alter some of the above but these items, among others, should publicize the work of the Center.

E. Securing Grants

While this item is contained in the items above, its importance warrants singular emphasis. It is planned that a very strong and continuing effort will be made to contact a variety of sources and to initiate dialogue along a variety of lines for the purpose of securing grant monies.

APPENDIX

TABLE I-NUMBER OF CLIENTELE SERVED

YEAR	STUDENTS	FACULTY AND OTHERS
1964-65	500	150
1965-66	1220	400
1966-67	1670	450

TABLE II - RECEIPTS FROM USERS

	Total Receipts	Available Funds*
JULY	$ 3,275.47	$ 2,530.27
AUGUST	5,288.58	4,687.38
SEPTEMBER	4,459.81	3,858.61
OCTOBER	5,414.83	4,813.63
NOVEMBER	2,536.05	1,934.85
DECEMBER	2,115.17	1,318.42
JANUARY	8,923.34	8,322.14
FEBRUARY	2,980.13	2,378.93
MARCH	2,623.30	1,826.55
APRIL	1,119.14	471.74
MAY	3,220.47	2,583.07
JUNE	2,483.79	1,687.04
TOTALS	44,440.08	36,412.63

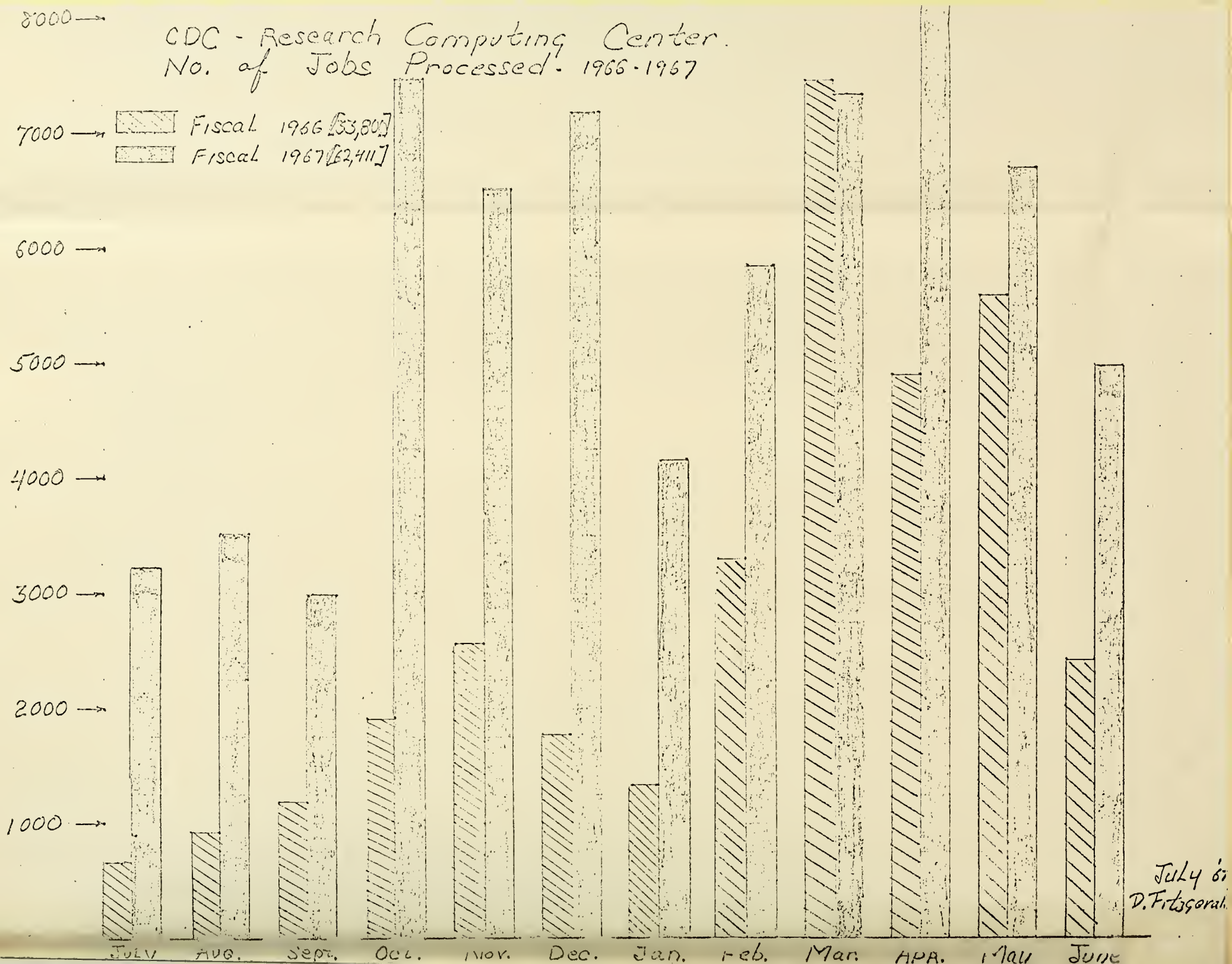
* Mr. Wayne Johnson receives his salary from the Computer Trust Fund but actually works for the Agriculture Department. These available funds are less his salary.

COMPUTER CENTER PROJECTS
(BY DEPARTMENTS)

Accounting	4
Administrative	1
Agricultural Economics	15
Agricultural Engineering	4
Astronomy	5
Basic Engineering	1
Botany	3
Business Administration	2
Chemistry	21
Chemical Engineering	13
Civil Engineering	17
Computer Science	9
Counseling	3
Dining Commons	1
Economics	8
Education	6
Electrical Engineering	10
English	2
Environmental Science	1
Finance	9
Forestry & Wildlife	14
Geology	5
Government	12
Graudate School	2
Health Service	1
High School	1
Home Economics	3
Human Development	1
Industrial Engineering	17
Landscape Architecture	2
Library	2
Management	3
Marketing	3
Mathematics	2
Mechanical Engineering	15
Philosophy	1
Physical Education	11
Physical Plant	1
Physics	7
Placement	1
Plant & Soil	1
Political Science	1
Provost	1
Psychology	51
Research Services	1
Scheduling	1
Shade Tree Lab	1
Scociolgy	21
Special Classification	4
Speech	1
Statistics	7
Student Union	1
UMASS Boston	2
Veterinary Science	7
Zoology	6
	104

Grand Total -- 345 Projects

37 Departments Represented
56 Courses Represented


CDC - Research Computing Center.
No. of Jobs Processed - 1966-1967
Fiscal 1966 [33,807]
Fiscal 1967 [62,411]
8000
7000
6000
5000
4000
3000
2000
1000
July
Aug.
Sept.
Oct.
Nov.
Dec.
Jan.
Feb.
Mar.
Apr.
May
June
July 67
D. Fitzgerald

FROM: Computer Science Program DATE: June, 1967

TO: Dean Edward C. Moore

SUBJECT: Annual Report for 1966-1967

1. Students or clientele served:

	1964/65*	1965/66	1966/67
Appropriation	--	$24,850	
Personnel	2	5	7 1/2**
No. of Majors	--	20	22
No. of Students	500	1200	1500
Tools of Research Exam Passed Recommendation			93/125

*CSP a part of RCC

**Full Time

J. A. N. Lee, Head
C. Foster
S. Stidham
S. Gerhart
R. Hambleton
D. Stemple

**Half Time

F. Stockton
F. Edwards
R. Archer

2. Faculty Information:

Report of J. A. N. Lee

Invited Talks, etc.

(August-September)	London, Cambridge, Birmingham, England Curriculum of computer science, research in algebraic and symbolic manipulation and the expansion of the "Executive Game" to higher level machines and multiaccess computers.
(November)	Northampton, Mass Cathedral High School
(March)	University of New Hampshire Faculty-Administrative Workshop
(April)	University of Wisconsin Madison Chapter, ACM
	University of Massachusetts Army-Navy Reserve Unit

Conferences Attended

(October)	Burlington, Vermont Conference of New England Directors and Heads of Computer Science
	New Orleans, Louisiana COMMON Organization meeting
(November)	San Francisco, California Fall Joint Computer Conference, ACM Council meeting
(April)	Stony Brook, Long Island, New York Conference on Graduate and Academic and Research Programs

Joint Users Group

Member of ASA Committee on Programming languages X3.4.2C2 on PL/I.
Member of X3.4.2C on Formal Definition of Languages.

UMASS Student Chapter - ACM

Faculty advisor and institutional representative.
September, 1966 gave a talk on the ACM

Publications

"Numerical Analysis for Computers," Reinhold Publishing Company, 1966.

"Anatomy of a Compiler," Reinhold Publishing Company, scheduled for publication in Fall, 1967.

Consulting editor for computer series for Reinhold Publishing Company.

Reviews

Note on the Computer as an Aid to the Architect. (by G.R. Fair; A.D. Flowerdew; W.G. Munro; and D. Rowley.) Computer Journal, Vol. 9 #1 (May 1966).

An Experimental Program for Architectural Design. (by W.M. Newman) Computer Journal, Vol. 9, #1 (May 1966).

ICES System Design. (by Daniel Roos) M.I.T. Press, Cambridge, Mass. 240 pp., 1966 Rev. #11060. Computing Reviews, January-February, 1967.

Numerical Methods and Computers. (by Shan Kuo) Addison-Wesley Book Company, 1966. Mechanical Engineering News, Vol. 4, #1 (February 1967).

Report of S. N. Stidham

Conferences Attended

(April)	Spring Joint Computer Conference Atlantic City,
(May)	ACM Computer Graphics Course

Research

Work is nearing completion of a computer model of the internal field effects in a dielectric medium, with specific applications to solid polymers. Supported by UMASS Computer Research Grant, $2250.

Report of S. L. Gerhart

Research

SMAL, Simulated Machine and Assembly Language, is a project designed to aid a student in learning his first machine language. The language itself is designed for pedagogical simplicity but is compatible with the instructions of the CDC 3600. The machine for which the students will write, modify, and execute programs will be simulated within the UMass environment.

Report of D. W. Stemple

Research

Work is nearing completion of the first phase of the time-sharing system for the 3600/PDP-8. One research aspect of this system will be the collection of statistics on queueing and terminal user behaviour. A paper on this system outlined by Dr. C. Foster, Mr. R. Hambleton and myself is being published by CO OP, the CDC large machine user group.

I have directed the development of a BASIC compiler for the time sharing system. A Drum Scope version of this compiler is already in good working condition. I am presently directing the development of a simplified assembly language teaching system to be included into the time sharing system. Miss S. Gerhart is implementing this system and I will use it to teach assembly language this fall in Computer Science 223/523.

Report of F. D. Stockton

Conferences Attended

(October)	Computers in Engineering Design Education Two day information sessions Boston University
(August)	Joint Meeting of American Mathematics Society SIAM Math Assn of America Rutgers

Research

Connecticut River - Water Quality Low-flow Augementation Study
Contract No. 14-12-7, Department of the Interior

Study to predict the additional water demands of the Connecticut River in order to keep the minimum dissolved oxygen at or above a prescribed minimum.

3. Major Accomplishments

The past year has seen the enrichment of the program through acquisition of a new faculty member (Susan Gerhart) and new course offerings.

C.S. 753 - Subroutines and Procedures (A discussion of the precision and accuracy of various numerical methods and their application to the construction of subroutines).

The Curriculum Committee gave its approval to the following new course proposals:

C.S. 150	Algorithmic Methods
C.S. 211/511	Syntactical Analysis
C.S. 223/523	Machine and Assembly Language
C.S. 235/535	Comparative Machine Design
C.S. 712	Theory of Programming
C.S. 740	Introduction to Automata and Adaptive Programs
C.S. 753	Numerical Analysis
C.S. 778	Systems Design II

The first M.S. degree in Computer Science was awarded to James P. Bouhana whose thesis was directed by Dr. F. D. Stockton. The topic of his thesis was: "The Measure and Manipulation of Ill Conditioned Matrices."

4. Special Projects

Computer Science 121 - Four College Program

The elementary programming course in the FORTRAN and BASIC languages was given each semester at Amherst, Smith and Mount Holyoke Colleges.

ACM - CSP Guest Lecturers

Professor J. A. N. Lee. "Organization of the ACM"

Dean Edward C. Moore. "Impact of Computers on Science"

Professor M. Faiman (Illinois). "Computers in the Year 2000"

Panel Discussion on Careers in Computing -- W. Tansi (IBM)
G. Hall, and R. Hambleton

Professor Manfred Kochen (Michigan). "Some Aspects of Information Retrieval"

Dr. A. Trehub (V. A. Hospital). Discussion of the invention of an electrolytic associative memory.

Proposed Computer Science Laboratory

The past year (indeed the past three years) has seen continued efforts to obtain from the University an appropriation to establish a Computer Science Laboratory. No funds have yet materialized so efforts in this direction will continue.

Relocation of Computer Science

In the Fall of 1966, the Computer Science offices were relocated from the Engineering Building to the East Wing of Engineering to adjust to the program's expansion.

UNIVERSITY OF MASSACHUSETTS

Amherst, Massachusetts

ANNUAL REPORT

July 1, 1966 - June 30, 1967

William F. Field

Dean of Students

July, 1967

UNIVERSITY OF MASSACHUSETTS
Amherst

STUDENT PERSONNEL SERVICES
OFFICE OF THE DEAN OF STUDENTS

ANNUAL REPORT
July 1, 1966 to June 30, 1967

The reports of the individual operating agencies of the Student Personnel Services indicate in detail the ongoing activities of the various Student Personnel divisions in the past year. The problem of scattered physical location and inadequate work space for the various Student Personnel Services has been greatly alleviated by the year-end move into Whitmore Administration Building. Cooperation and functional interrelationships should certainly be improved by this move and our convenience of services to students should be significantly enhanced in the coming year.

Additions to the Student Personnel Staff through the year by their quality and experience produced a significant improvement in our capacity to meet student needs. The overall number of positions in the various operating agencies will inevitably remain in the coming year below desirable levels for the performance of all functions. Indeed, the increasing complexity of various University programs, as well as those relating to federal and state agencies, would require staff additions if no enrollment increase had been completed. With continuing enrollment increase the regular addition of staff positions will become increasingly necessary.

A major restructuring of the Student Personnel Services divisions which was initiated in February was concluded at the close of the year. The newly created Office of the Associate Dean of Students now bears the overall operational responsibility for all residence hall activities, including staff, comprising the three Area Coordinator Offices located in the three primary residential areas: Southwest, Central and Northeast. This office also bears operational responsibility for the activities of the Student Union extended through the position of Coordinator of Student Activities to general campus-wide student activities; the University Housing Office; the Office of the Dean of Women; and the Office of the Foreign Student Advisor. The Area Coordinators and their staffs in the various residential areas will bear primary responsibility for initial student contact on all general matters of student life, including the responsibilities of disciplinary referral and action for all students living within their area of responsibility. The Dean of Women's Office will bear primary responsibility for sorority, commuting and off-campus women students and will provide all general student services to these groups. Offices reporting directly to the Dean of Students will include, in addition to the Associate Dean of Students, the Admissions and Records Office, Placement and Financial Aid Services Office, Counseling and Guidance Office, University Health Services, and the Office of the Dean of Men. The responsibilities of the Office of the Dean of Men have been re-defined to specify primary responsibility for fraternities, off-campus and commuting male students.

The restructuring indicated above is designed to bring about closer cognizance of the Dean of Students and the Associate Dean of Students of the activities of offices directly supervised, to permit direct assumption of responsibilities for the residence hall groups by the Area Coordinator in each of the residence areas, and to permit easier access of students to Student Personnel representatives within each of these areas. September, 1967 will represent the first time that all of these changes will have been announced in detail to student clientele and the transfer of basic functions to those designated finally accomplished.

The restructuring as outlined will also permit the more flexible and direct cooperative relationship between the academic Masters for the Southwest Residential College and the Orchard Hill Residential College with the Area Coordinators for the residential areas. Greater flexibility and a more immediate response to the potential of increased faculty participation in the activities of the residence hall should be an early result of this restructuring. The programs of faculty involvement have certainly extended throughout this year and a most encouraging sign has been the willingness of significant and key faculty members to continue to explore ways in which they may have greater impact on student growth in the extra-class area. The course of such efforts has not always been simple or rewarded in early response, but the continuing efforts are gradually developing new avenues of participation and new points of influence. On the whole, support and pursuit of the objectives of the faculty programs will remain at the highest possible priority level in the year ahead.

William F. Field

William F. Field
Dean of Students

APPROPRIATION

Account	Fiscal Year 1964-65	Fiscal Year 1965-66	Fiscal Year 1966-67
03 Services Non-employees	$10,871.75	$ 1,826.00	$ 9,639.00
06 Housekeeping Supplies	5,000.00	-	-
10 Travel	400.00	830.00	1,654.00
11 Printing	115.00	900.00	150.00
12 Repairs, Alterations, etc.	290.00	190.00	575.00
13 Special Supplies	4,675.00	2,450.00	1,800.00
14 Office and Administrative Expense	3,445.00	1,560.00	880.00
15 Equipment	1,905.00	373.00	913.00

PERSONNEL

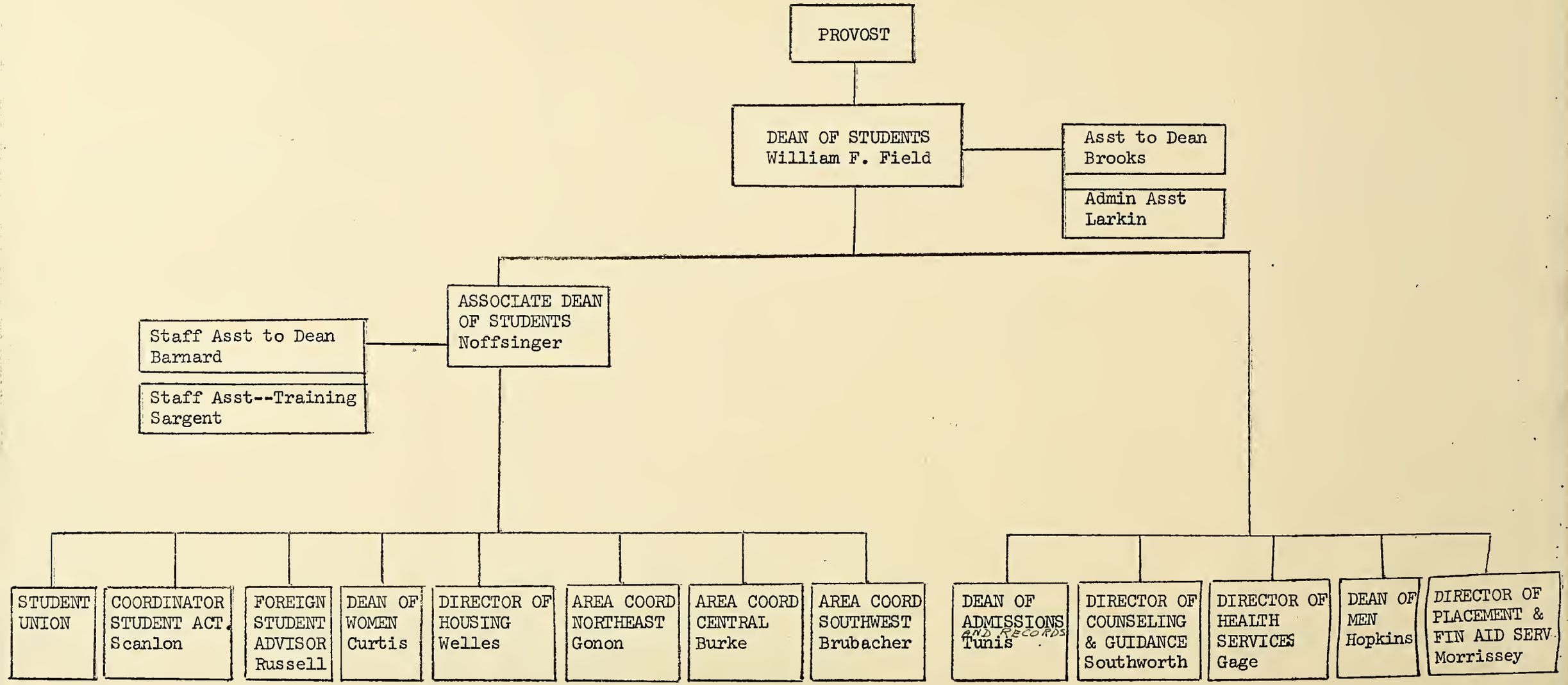
Position	Sept., 1964	Sept., 1965	Sept., 1966
Dean of Students	1	1	1
Staff Assistant	1	1	1
Head Clerk	1	1	1
Principal Clerk	-	-	1
Senior Clerk-Stenographer	1	1	-
Junior Clerk-Stenographer	-	-	1

ORGANIZATION

See Chart

UNIVERSITY OF MASSACHUSETTS/Amherst

STUDENT PERSONNEL SERVICES



UNIVERSITY OF MASSACHUSETTS
Amherst

ANNUAL REPORT OF THE DEAN OF WOMEN
July, 1966 - June, 1967

The outline of previous reports (1965-66 and others) is not meaningfully applicable to the events of the past year and to new administrative relationships in the University student personnel area and so is not being used for this report. Basic concerns and responsibilities as Dean of Women continue to be the same as heretofore but administrative work was divided in February, 1967.

A college or university worthy of being a coeducational institution should have women members on its Board of Trustees and a woman, usually the Dean of Women, in administration whose responsibility is to be continually alert to the way policies effect the education and welfare of women. The Dean of Women should share in the development of the total student personnel program appropriate to the institution and work to enhance and extend the educational opportunities for women students.

This has been my motivation as Dean of Women. Because nearly 90% of U of M women students have been in residence my primary concern in the past has been the building of a women's residence hall program of activities and supervision via Heads of Residence and Student Counselors. My responsibility has been budget-planning, recruiting, training and supervision for women's residences which in January, 1967, numbered 22, with 22 Heads of Residence, 165 undergraduate counselors, and 7 graduate counselors.

I am proud of the record of women students' residences in the past. The number of dormitories and the extent of the total residence hall operation have increased now to such proportions that a decentralized "area office plan" under one administrative head was decided upon. Under a new plan an Associate Dean of Students will coordinate all facets of residence life for both men and women and will have residence personnel reporting directly to him. I therefore transferred to him, on February 3rd, direct supervisory responsibilities. By agreement I contribute to the shaping of policies and residence hall planning as a continuing interest and concern.

Relieved of extensive direct residence supervision I now give more time to other areas delineated in a recently written job description, which is attached.

I am in agreement with most of the directions of the University's student personnel work and I look forward to a strengthened and enriched program in the future. But I am aware of the need for changes to be developed through consultation of all concerned rather than announced "after the fact" of decision-making. Throughout the University, and certainly in the student personnel area, there is need for the unity and support for each other which is developed by shared concerns, shared planning, and shared efforts. Many of us are hopeful that this will be the pattern when many related offices are in convenient proximity in Whitmore Hall.

UNIVERSITY OF MASSACHUSETTS
JOB DESCRIPTION: DEAN OF WOMEN After February, 1967

NERAL:

Is concerned with the welfare and non-class activity of women undergraduate students of the University of Massachusetts.

Interprets the needs of young women to University administrators.

Assists in policy-formation for the best interests of a growing University.

ECIFIC:

Assists in planning and administering a program of counseling and orientation of new students - Freshmen, Transfers and Exchange students (approx. 4,000).

Assists in formation of policies and administration procedures for University residence halls, and for all residences of students.

Shares responsibility with and supervises work of Assistant Dean of Women or Staff Assistant especially in areas of sorority relations and supervision of off-campus women students. (Positions temporarily assigned to other University duties.) (Asst. Dean of Women as of Feb. 19
(Staff Asst. as of July, 1967

Approves housing and dining plans of women students living in sororities or off-campus, under University policy.

Works with Sorority Corporation Boards for suitable housing and boarding facilities for sorority residents.

Recruits and recommends, or approves, House Directors or Housemothers, employed by sorority corporations, and trains and supervises them in their responsibilities to the University. (341 undergraduate women living in 10 sorority houses, 1967.)

Counsels individual women students on a wide variety of personal, academic or financial problems as sought by students or referred by others. (Carries particular responsibility for sorority residents and commuting students.)

Maintains close liaison relations with other student personnel services and refers students as needed to Health Service, Mental Health, Counseling Center, Placement and Financial Aid.

Writes recommendations as requested by students.

Administers women students' emergency fund.

Advises student government groups as related to area of concern - Women's Affairs Committee of Student Senate, Women's Judiciary Board, Sorority Standards Committees.

Advises women students' organizations including Alpha Lambda Delta (Scholastic Honor Society), Mortar Board (Senior Honor Society), Scrolls (Sophomore Service Society), Gamma Sigma Sigma (Service Sorority) and Panhellenic Council (inter-sorority matters and Workshop Training of officers and committees of ten social sororities).

Serves on several University committees related to student personnel work, as voting or as non-voting-resource-member, such as University Faculty Senate, Admissions & Records Committee, Health Council, Discipline Board, University Calendar Board.

Supervises Senior Clerk & Stenographer for the Dean of Women in Office of Student Affairs for maintenance of records and correspondence and general office services.

Participates and/or maintains liaison relations with professional organizations and state or national associations concerned with the education of women and/or scholarship assistance including: National Association of Women Deans & Counselors[1], Massachusetts Association of Women Deans & Counselors[2], American Association of University Women[3], Mass. Society for University Education of Women[4], Massachusetts Federations of Women's Clubs and of Garden Clubs, Horace Smith Fund, and U. M. alumnae.

* ---- *

1.) I attended National Convention and participated on Headquarters Committee, Dallas, March, 1967.

2.) I attended two meetings and served on the program committee. Will hostess a meeting at U of M, Amherst in November, 1967.

3.) The Assistant Dean of Women, Isabelle Gonon, participated in National Convention in Miami, June, 1967.

4.) I arranged a meeting at University of Massachusetts, Boston, at the Chancellor's invitation, in April, 1967.

Helen Curtis

Helen Curtis, Dean of Women

July, 1967

UNIVERSITY OF MASSACHUSETTS
Amherst, Massachusetts

OFFICE OF THE DEAN OF MEN

ANNUAL REPORT

July 1, 1966 - June 30, 1967

1. Appropriations

As the Dean of Men's Office functions under an allotment made from the appropriations to Student Personnel, only such allotments pertaining to the Dean of Men's Office are listed as follows:

1964 - 1965

03 Account

$41,335.00	$32,670.00	(Residence hall counselors and faculty residents plus counselors for the summer school period)
	6,040.00	(Residence hall office duty)
	2,200.00	(Assistant Dean of Men's Office)
	425.00	(Dean of Men's Office)
	$41,335.00	

1965 - 1966

03 Account

$41,365.00	$35,665.00	(Residence hall counselors and faculty residents plus counselors for the summer school period)
	3,800.00	(Residence hall office duty)
	1,900.00	(Dean of Men's Office including Graduate Assistant for Fraternity Affairs)
	$41,365.00	

1966 - 1967

03 Account

$97,300.00	$88,900.00	(Residence hall counselors and faculty residents plus counselors for the summer school period)
	4,700.00	(Residence hall office duty)
	3,700.00	(Dean of Men's Office including Graduate Assistant for Fraternity Affairs)
	$97,300.00	

Accounts	1964-1965	1965-1966	1966-1967
10	$ 300.00	$ 385.00	$ 412.00
11	$ 150.00	$ 200.00	$ 200.00
12	$ 190.00	$ 180.00	$ 400.00
13	$ 150.00	$ 750.00	$ 600.00
14	$ 500.00	$1,000.00	$ 500.00
14[1]			$3,565.00
15	$ 600.00	$ 40.00	$ 72.00

2. Personnel - Number in Each Rank

September, 1964

1 Dean of Men

1 Assistant Dean of Men

2 Staff Assistants

15 Heads of Residence

1 Senior Clerk and Stenographer

1 Junior Clerk and Stenographer

September, 1965

1 Dean of Men

1 Assistant Dean of Men

2 Staff Assistants

16 Heads of Residence

2 Senior Clerks and Stenographers

1 Junior Clerk and Stenographer

September, 1966

1 Dean of Men

1 Staff Associate

1 Assistant Dean of Me

2 Staff Assistants

18 Heads of Residence

11 Residence and Assist Residence Directo

2 Senior Clerks and Stenographers

1 Junior Clerk and Stenographer

As of February 1, 1967

1 Dean of Men

1 Staff Associate

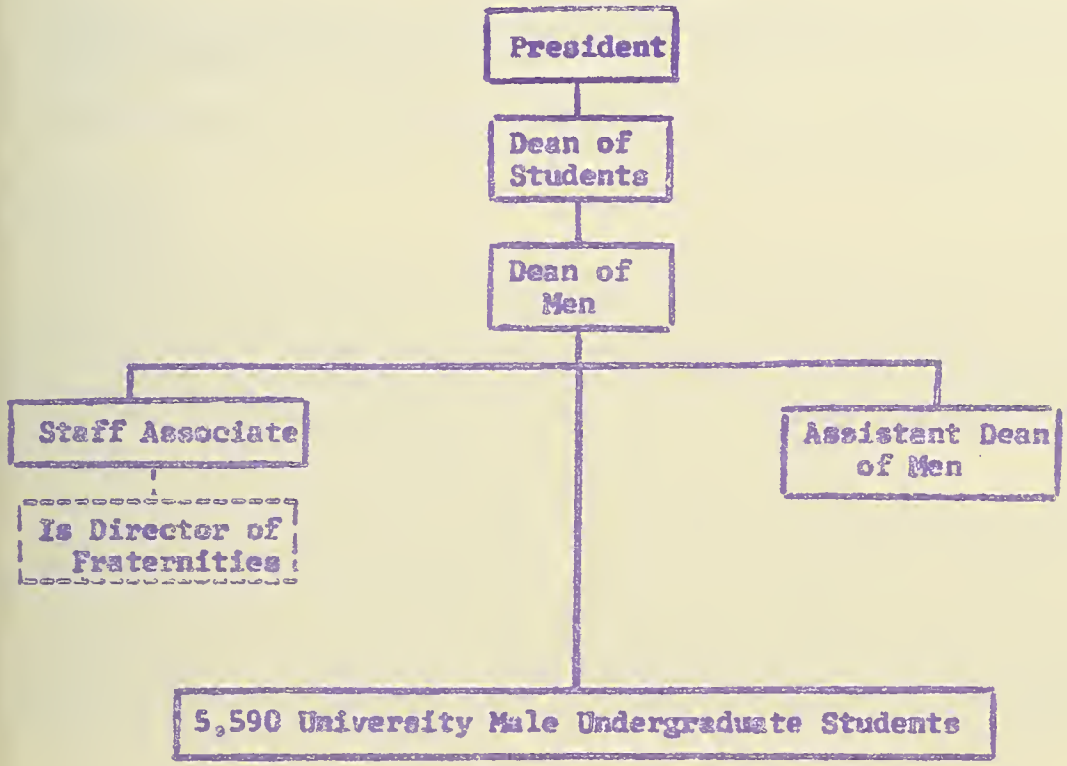
1 Assistant Dean of Men

2 Senior Clerks and Stenographers

3. Organizational Chart.

SEE NEXT PAGE.

rganizational Chart as of February 1, 1967:



4. Students or Clientele Served

The growth of the University of Massachusetts continues as reflected in the number of men per class in the Undergraduate School as of September, 1966:

1967	1968	1969	1970
1,211	1,406	1,600	1,599

5. Faculty publications, research grants, research projects, and other professional activities.

No information regarding above for the year, 1966-1967.

6. 7. and 8.

Because of the recent transfer of responsibilities for the operation of men's residence halls from the Office of the Dean of Men to that of the Associate Dean of Students, the items which are required in the Annual Report (major accomplishments during the fiscal year, 1966-1967, special projects or programs operated by this unit, and our future plans) present an extremely difficult picture to describe in words.

During fiscal 1966-1967 and that portion of the period through 31 January, 1967, when the operation of men's residence halls was a responsibility of this office, the major function of the Dean of Men was the maintenance of orderly administrative processes in the face of attempts by others to alter radically the long-established policies and practices of this office. During the period described (prior to the transfer of responsibilities), administrative matters were such that the reporting thereof is best left undone.

This report mentions briefly what the Office of the Dean of Men has in mind for the future. As it stands at this writing, Mr. George G. Rodgers serves as Staff Associate and Director of Fraternities. He has done a remarkably fine job in the short space of ten months to bring the fraternities into better operating climate. To be sure, there have been some overly publicized shenanigans on the part of the fraternity members but, by and large, I would report that his work is eminently satisfactory and that I am anxious to have him continue with those positive matters which he has developed with undergraduates and graduates alike. A copy of his report concerning all of his activity is attached as Appendix A hereto.

William H. Richards reported into this office the 15th of December, 1966, as Assistant Dean of Men and in a very short space of time has shown a remarkable grasp of administrative function, ability to counsel positively with any and all kinds of students, and has ridden the storm of these first few months with amiability and equanimity. We are extremely fortunate to have a young man of his caliber in so important a position. Loyalty and dedication to the work and the philosophy under which the Dean of Men's Office operates is of the highest quality and is on the same level as that of his colleague, Mr. Rodgers.

I entertain great hopes for the development of fraternities through Mr. Rodgers' continued work in that area. I maintain great hopes for the future with respect to our overall responsibilities for undergraduate males so long as Mr. Rodgers, Mr. Richards, and I are able to work cooperatively. There is not the slightest doubt in my mind that we will be able to work very closely, in the best of harmony, for the students and organizations under our wings.

The dedication of this office is to serve the entire undergraduate male body and anyone else who needs the services which we can provide. For the forthcoming year, I see no need for additional professional personnel but two years from now certainly will require additional people if we are to carry the burdens of the office without being overloaded and, thus, becoming inefficient. We maintain a twenty-four hour per day seven days per week operation of our office by means of being on call at those times when we would normally be away from the office. Thus we can bring to the students our professional services within a very short time whenever they are required.

Our liaison with other offices of administration is carried on through the Dean of Students; I can but express a fervent hope that nothing which we do in the course of our professional pursuits can be anything but helpful to the clientele who seek us out or whom we seek.

Robert S. Hopkins, Jr.
Dean of Men

mzn

A N N U A L R E P O R T

A P P E N D I X A

(Status of Fraternities)

UNIVERSITY OF MASSACHUSETTS
Amherst, Massachusetts
OFFICE OF THE DEAN OF MEN

From: George G. Rodgers Date: May 8, 1967

To: Dean William F. Field, Dean of Students

Subject: Status of Fraternities.

A year ago when we discussed the status of fraternities, we determined that the system, as a whole, was in a critical state. The chapters had been operating for over a year as "social clubs" and major reasons for joining were parties and drinking. Members lived for the present with no regard for those who would replace them in the future. "Social" hours and open sale of liquor led to investigations by the ABC and the local police. Members were unable to pay their chapter fees and accounts receivable led to accounts payable. The I.F.C. asked for the right to enforce University rules and regulations but did not meet their responsibility; the administration did not intervene. Most advisers were a name only. A few were active in their chapters and with the Fraternity-Sorority Park Corporation. Of the sixteen (16) chapters, only five (5) had active house corporations and only three (3) were concerned with the current operation of the chapter. Scholarship was not stressed as a chapter obligation to the University. According to the records available, over 15 per cent of the total membership flunked out in June, 1966. Upperclassmen were deserting the houses for apartments; there was little loyalty to the group. In order to pay their creditors, the F.M.A. loaned various chapters a total of $19,600. This was the deficit as of September, 1966. We discussed closing every chapter for a year and then starting over again, but this solution was economically unfeasible since the house corporations could not finance empty houses.

At the beginning of the fall 1966 semester, the I.F.C. and the fraternity presidents were informed that the sale of alcohol and identifable bars would not be permitted. Each chapter agreed to support the University and I.F.C. rules and regulations, to insist that each member accept his individual responsibility, and to take disciplinary action when necessary. The I.F.C. Executive Board members were asked to state the responsibilities which they would like to assume and voluntarily committed themselves to the enforcement of all University and I.F.C. rules and regulations. We strongly recommended that they not jeopardize their prestige and the confidence of others by acting like policemen. I will report that during the fall semester there were no valid complaints from town or campus police, dormitory personnel, or the public which indicated disciplinary action. For the first time in seven (7) years, the I.F.C. Judiciary Board met only once--to censure a fraternity for the actions of its members at the Dartmouth football game.

Through continuously meeting with chapter presidents and executive boards, we have convinced most of the importance of an active adviser or advisers. We have six new advisers, and the other ten are taking a more active interest. Every two weeks, we have met with the advisers at a "dutch lunch" in the Student Union. There has been a 60 per cent turnout each time, but each adviser has attended at least one luncheon per month. The advisers and presidents met jointly on five occasions this school year. As a result of information we secured from other colleges and universities and an I.F.C. Conference at Rutgers, an Advisers Interfraternity Council

was formed last November. This Council will support and supplement the I.F.C. Last week, at a joint meeting of advisers and presidents, a board of appeals was voted; members to be two undergraduates, two advisers, and the Director of Fraternities.

It is our belief that an active interested alumni corporation is essential to assure the current and future operation of a fraternity. Their obligations are to perpetuate the traditions and ideals of the chapter, to assume responsibility for the physical property and equipment, and to maintain the chapter in competitive housing. A positive landlord-tenant relationship should exist between the corporation and the chapter. The current status of the corporation-chapter relationships are as follows:

Alpha Epsilon Pi

One active alumnus but more appear when needed. Past president of their national fraternity in close contact with the chapter. Have purchased lot in Fraternity-Sorority Park and will build new house in immediate future. Chapter well-organized and financially sound.

Alpha Sigma Phi

Paul Procopio, Attorney William Dwyer, Dr. C. A. Peters, Edward Stoddard, and George Rodgers are local members of corporation. The chapter and national fraternity are attempting to organize area alumni from this and other chapters. National fraternity has agreed to guarantee rent payments on a new building. Building fund established by chapter. Chapter house is leased from S.A.E. Corporation.

Alpha Tau Gamma

Assisted their corporation to reorganize under our concept, and they are now very active in trying to plan future housing. Very active within the chapter. Majority of corporation reside in Amherst area.

Beta Kappa Phi

Corporation completely reorganized this year under our direction. Committee meets at the chapter monthly. Chapter treasurer meets with corporation treasurer weekly. A corporation member acts as adviser for the dining opeation, another acts as adviser to the house manager. Plan to build in Park in near future.

Kappa Sigma

Corporation locally represented but have not been too active in management of chapter affairs. During this semester, an alumnus has been acting as adviser to the chapter treasurer. Corporation has no surplus for future building. Chapter will start building fund next year. Chapter also plans to have a corporation member and Dick Brescianni, their adviser, work closely with them in internal management.

Lambda Chi Alpha

A good alumni corporation. Plans for building new chapter house in Fraternity-Sorority Park immediately. Have purchased lot. National fraternity will assist.

Phi Mu Delta

A good corporation and support of national fraternity. Have purchased lot and will build when Park is ready.

Phi Sigma Delta

Small, young fraternity with no alumni corporation. National fraternity holds title to property. Attempts to organize local alumni have failed. National will provide area alumni from other chapters to act in behalf of local groups and to become involved with chapter operation. Committed to do this by October 1, 1967. National organization has stated that it will build new house in Park within five years or less. One of first organizations to contribute $2,000 towards purchase of Park.

Phi Sigma Kappa

Well-organized corporation. Evicted their chapter because of disorganization and loss of tradition. Chapter started reorganization with ten members, have increased to thirty-five, and have a new concept. Chapter will exist without a house for the 1967-1968 school year.

Q.T.V.

Chapter has well-founded alumni corporation, but not enough personal involvement with internal management. This is evident from the way the members live in their new house. A committee of younger alumni have been recruited and are presently assisting the chapter with budgets and plans for next year. These men plan to be an integral part of the chapter operation, meeting at least once a month during the next school year.

Sigma Alpha Mu

Chapter only three years old and, therefore, lacks alumni. National fraternity in close contact and act in their behalf. Attempted to incorporate the first year, but local attorney procrastinated. Convinced national fraternity to secure services of Attorney Dwyer of Northampton, and corporate papers should be ready by June, 1967. Mortgage and remodeling indebtedness $60,000. Chapter in sound financial condition. No immediate plans to remove to Park.

Sigma Phi Epsilon

Have always had excellent corporation; but two years ago, most members resigned or removed from area. After a year of inactivity, corporation has been reorganized and reactivated. At our insistence, they are directly involved with internal management of the chapter. The corporation treasurer has been in contact with the chapter and this office at least once a month during this semester. Chapter is well-housed. Will be debt free by September, 1968.

Tau Epsilon Phi

One member of corporation in close contact with chapter. Corporation meets its obligations well. Chapter well-housed and is financially sound.

Tau Kappa Epsilon

For past eight years, chapter has had a defunct corporation. Assisted in dissolution of old corporation and the formation of a new one. New corporation very active with chapter and involved with standards and internal management. Have purchased lot in Park and plan to build within two years. Have backing of national organization.

Theta Chi

Excellent alumni corporation. House and equipment maintained well. Directly involved with interal management of chapter. Corporation and chapter financially sound.

Zeta Nu

Chapter is five years old and, thus, few qualified alumni in area. Have always had house corporation but majority of members not alumni and not directly interested in chapter. Corporation has been lax but during past year have reactivated and relationships will improve. Corporation has $3,000 surplus and $22,500 equity in the property. Are planning to build in park in near future. Corporation plans more complete involvement with chapter affairs in the future.

Last fall, the I.F.C. voted that a freshman must have a 2.0 cumulative average to be eligible to rush and pledge a fraternity. Through the cooperation of the Registrar, our office secured "I.B.M." cards for each freshman with a 2.0 or better average. These cards were used as "I.D." cards during rush. To assist the I.F.C. Rush Committee, our office double-checked the cumulative average of every pledge.

During the year, we have continuously consulted with scholastic chairmen and executive members to establish scholarship programs and to encourage an awareness of the importance of scholarship as a part of fraternity life.

According to the cumulative average report for fraternities for the spring semester of 1966, the highest was 2.388, the AMA 2.164, the fraternity average 2.055, and six fraternities were below a 2.0 average. For the fall semester of 1966, the highest fraternity average was 2.460, the AMA 2.192, the fraternity average 2.126, and only two fraternities were below a 2.0 average. The concern for scholastic standing is far more noticeable than it has ever been.

During this past year, our office has worked very closely with fraternity treasurers and business managers and, where possible, house corporations to enforce realistic fees, realistic budgets, regular monthly financial reports where indicated, and to develop strong fiscal management. We held "classes" for new treasurers and had personal contact with them at least bi-monthly and in most cases weekly. The total indebtedness of all fraternities to the Fraternity Managers' Association will not exceed $4,000 on June 20 as opposed to the $19,600 debt which existed a year ago.

As Clerk-Treasurer and Trustee, we have worked closely with the Fraternity-Sorority Park Corporation, participating in all formal and informal meetings and all stages of development. The Park Corporation has progressed to a point of readiness for installation of roads and utilities and lot selection. The tight money market has been a handicap.

Our office has worked very closely with the members of the I.F.C. Executive Board, and we have attended all but three I.F.C. and Executive Board weekly meetings during the past school year. Our new I.F.C. Executive Board members, who will remain in office until April of 1968, are mature and show good leadership ability. Since none of the members have visited another fraternity system, we arranged a weekend meeting at Syracuse University with Dean David Tathum and their I.F.C. We were also instrumental in promoting a Yankee-Conference I.F.C. Conclave at the University of New Hampshire with Dean Stevens and Dean Mayo of Maine. The meeting was well attended and most informative. We now plan to make this an annual event.

This has been a year of transition for the fraternities. They are, at this time, aware of their problems and aware that they must develop a concept of living which will eliminate the club environment and foster scholarship, leadership, and responsibility. They are amenable to direct involvement in their chapter operations by alumni committees and by advisers. Next year, constructive and positive changes will be more in evidence.

We have worked very closely with individuals, chapter officers and committees, I.F.C., Fraternity Presidents' Assembly, advisers and the advisers association, alumni and house corporations, the Fraternity Managers' Association, national organizations, potential fraternity colonies, Fraternity-Sorority Park Corporation, and all groups involved with our fraternity system. Since self-government and a high degree of autonomy are essential to a strong fraternity system, we have made a conscious effort not to dominate any group.

George G. Rodgers

George G. Rodgers
Director of Fraternities

emzn

ANNUAL REPORT

ASSOCIATE DEAN OF STUDENTS
1966-1967

A final phase of change in Student Personnel Services at the University of Massachusetts involved the creation of an Associate Dean of Students' office for the purpose of consolidating all parts of residence hall and activities programs under one head. The change became effective February 1, 1967.

Included in the new staff grouping are the Housing Office, the Dean of Women, the Office of Coordinator of Student Activities and the Student Union. Area offices within the residence hall composite also report to the Associate Dean.

On February 15, 1967, three area offices were created and acting Area Coordinators were named. The areas are: Northeast, including Orchard Hill, Central, and Southwest. The Acting Area Coordinators are Mrs. Isabelle Gonon, Northeast; Mr. James J. Burke, Central; Mrs. Alice Sargent, Southwest. Mr. Donald Tepper was appointed Assistant Area Coordinator, Southwest, and in mid-June, Mr. John Messenger was named Assistant Area Coordinator, Central Area.

It is the purpose to establish an area office to work with the residents in each area - in matters of policy, house government, judiciaries, counseling, and matters relating to the student's sense of well-being in and out of the classroom.

Through staff meetings, policy changes are made and ultimately implemented within the areas. Housing office functions are being geared to complement the area's needs. It is the ultimate plan to decentralize the housing office so that housing assignments and maintainence needs can be met within the area itself. Significant attention is being given to the collection for damage policy within each area.

A major change as of June 30 will be the establishment of an office for Staff Training. It is believed the Heads of Residence, Residence directors, and the Counselors need in-service training, and these sessions will be under the supervision of Mrs. Alice Sargent, Administrator of Staff Training. Mrs. Sargent will use key personnel in the Counseling Office, Mental Health, other Student Personnel members, and faculty, to help implement group training programs. Twelve or more weekly training sessions will be conducted the Fall semester and attendance at all sessions will be required of Heads of Residence, Residence Directors, and Counselors.

The Dean of Women has been assigned direct responsibility for all sororities. Miss Margaret Ford, who was in charge of sororities, has resigned, effective July, 1967. Miss Curtis will also work with

female commuter students and Women's Honor Societies.

Much remains to be done. The goal is to put the staff "on the front line" so that there is effective personal contact between administrative staff and all students; but at the same time, be able to keep open channels of communication from the top administrative offices down, and more important, from the student back to these offices. In order to clearly mark responsibility lines, the Area Coordinator is the single administrative head for all residence groupings. The Associate Dean then serves as a buffer in the line organization and reports to the Dean of Students.

Cooperation to date has been excellent; shared leadership on all levels is essential, but the responsibility must ultimately rest with the vital office of the Area Coordinator.

Respectfully submitted,

Mark G. Noffsinger
Associate Dean of Students

July 11, 1967

Annual Report of Assistant Dean of Women
and Area Coordinator, Northeast
1966--67

This has been a transition year in many ways, a year in which students in their residence halls were given the opportunity to develop constitutions with provisions for executive legislative and judicial functions vested in their democratically elected officers. Liberalization of curfews for freshman women students and no curfew for upperclasswomen except that which they imposed upon themselves was made possible by providing for a lock out time for non residents of both men's and women's residence halls and a security system for admission of residents and authorized guests of the same sex beyond the official lock out time.

As was inevitable in a period of transition, moving from a highly structured program in which counselors had been prime movers, to a philosophy in which the University expected greater involvement of residents, there were mixed results. In some houses where there had already developed some involvement and leadership through their committee s tructure, where Heads of Residence and counselors served as facilitators and advisors to organization committees, and were not resistant to change, a constitution was submitted early for ratification, and officers and committees were duly elected. Houses slower to get under way, with fewer students whose interest had been aroused in serving in any developmental or governmental capacity found it more difficult to adjust to University expectations.

From the beginning of the academic year, I had the primary respon sibility delegated to me by the Dean of Women, for the supervision and training of the staff (Heads of residence and counselors) of 13 women's residence halls. During the first semester, my role with them was supportive in the interests of morale during this transition period while house governments got under way. My efforts were directed toward having them take a positive and advisory approach, the better to forward constructive student involvement in decision making within preestablished limits.

I met with Hall Judiciary bodies, as they sought to develop procedure, with Head Counselors to help them to look at their roles in relation to University expectations and their own, and with residence hall executive committees, to discuss their responsibilities and their relationships with staff members.

In February creation of decentralized services under the newly appointed Associate Dean of Students resulted in the assignment to three distinct areas, of three student personnel officers each acting as Area Coordinators, and each with responsibilities for both men's and women's residence halls in the coordinator's designated area.

Assigned to serve in the Northeast area, I have served as the liaison officer for the same number of residence halls, losing three women's halls, north and south Van Meter and Brooks to the Central area, and adding three men's halls, Thatcher, Grayson, and Webster. The clientele I serve now comprised Crabtree, Dwight, Hamlin, Knowlton, Johnson, Leach, Lewis, Mary Lyon, Thatcher, the so-called North Quad, and the four residence halls of the Orchard Hill Residential College, with a total of thirteen heads of residence, 111 student counselors, 4 graduate counselors, and approximately 2500 students.

In pioneer fashion, to be accessible to the clientele in the area, I used a ground floor former janitor's apartment in Leach easily accessible from the outside to students of both sexes and scrounged surplus furniture from Arnold including a student desk for a non-existent secretary. Work-study students, in rotation as their schedules permitted, had to suffice alone until May when it became possible to acquire a Junior Clerk. The problem of being available to attend planning meetings on campus and having office coverage the while, was not easy to resolve. Heads of Residence in rotation assisted in the office two hours each week. It had its importance, when students were having some difficulty in locating offices with which they were not yet familiar, after being referred to the office.

Currently in process is a study based on a poll of male and female residents in the North Quadrangle to determine their interest in an expansion of cultural activities in the Quad to include greater faculty participation at the residence hall or area level. Without research in this area, it is difficult to measure the degree to which the residents of the so-called "traditional" residence halls envy the seeming largesse of the University toward the Residential Colleges or smugly cherish their ways, unchallenged by very frequent confrontation with faculty outside the classroom, or whether they jealously guard their privacy, free from class encroachment. Meeting with the chairmen of the cultural committees prompted this study and to them should go the credit for distributing and coding the poss, and to the Counseling and Guidance office for its assistance. The availability, to each residence hall, of cultural enrichments funds derived from vending machine profits, and the installation of stereos in those r esidence halls where they were lacking, has sparked interest in developing record libraries whereas some houses have elected to use their funds to acquire books.

The requests by students for rooms to be set aside for floor lounges or libraries seems to be a reflection of the feeling that the older residence halls are the disadvantaged in relation to the newer residence halls. It is heartening that funds are being made available for renovations and for bringing the older residence halls up to standards in terms of equipment. It is doubly desirable first for the morale of the occupants, and secondly, to avoid attracting students to the residential colleges for superficial reasons.

It has been gratifying to have been assigned the four residence halls in the Orchard Hill Residential College after working with the two women's residences only since the inception of the Residential College. I share the desire of the Master's staff to work toward greater integration of the four units, with emphasis on the greater role which the male counselors can play in giving greater support to the program by their own attendance and by their enthusiasm for it. There will be greater emphasis placed on achieving mutually supportive relationships between the counselors and student government.

We have made a beginning, there is still much to be done. It has been an encouraging year in terms of increasing student involvement. House judiciaries have made a start. They will need, and we hope to provide, further clarification of their roles and their procedures, with the help of the higher judicial bodies.

Heads of Residence have responded constructively to, and weathered well, for the most part, the changes in structure, though there has been a continuing need to help them to examine their strengths and weaknesses in relation to their advisory roles. Weekly staff meetings and private informal conferences have helped to integrate the Heads of Residence of men's and women's residence in the area into a group interacting productively with each other. It has not been easy for some to accept change and three Heads of Residence have resigned from the University. One of these would have continued had her husband not received a fellowship to work on his PhD at the University of Chicago.

The counselors have done yeoman service in meeting demands made upon them under a new structure. They will have increased support next year in a continuing inservice training program involving discussion leaders from student personnel services including Counseling and Guidance and Mental Health. Faculty and student government representrtives were involved with student personnel staff in the selection process of counselors for next year. This will have done much to reduce any dichotomy that may have existed in some residence halls. I have confidence that in an atmosphere of mutual supportiveness of elected officers and appointed staff, we shall have the kind of structure which will encourage dialogues on the dynamics of group living, increase sensitivity to adolescent insecurity and needs, and reduce the acting out of anxieties and frustrations.

Respectfully submitted,

Mrs. Isabelle Gonon

Mrs. Isabelle Gonon
Assistant Dean of Women &
Area Coordinator

IG:sd

June 9, 1967

ANNUAL REPORT

SOUTHWEST OFFICE OF STUDENT PERSONNEL
1966 - 1967

One year ago the Southwest Residential College consisted of four residence halls, 28 residence hall counselors, and approximately 760 students. This past September the Southwest opened 15 additional halls, added 90 residence hall counselors, and 15 Heads of Residence. Of the 19 Heads of Residence in the Southwest in September, 8 had had previous experience in the position. (Of that group of 8, two have subsequently resigned, feeling that the position has changed greatly and hence that they no longer can serve as Heads of Residence.) The Student Personnel Staff in the Southwest in September consisted of an Assistant Dean of Men, an Assistant Dean of Women, a Housing Officer, and a secretary. In January the titles shifted to Area Coordinator, Assistant Area Coordinator and Housing Officer. There is no question that the move to unify the staff in January was a most sensible effort, and regrettably, but understandably, one that could not have come sooner.

The divergence of responsibility for the first semester is reflected in the operation of the residence halls. In the men's area greater emphasis was placed on the development and implementation of student government with some additional focus on the judiciary system. In the women's area, the emphasis was placed on strengthening the Head of Residence in her position and providing training for the residence hall counselors. The concomitant gaps in each area of the operation are obvious: The men's staff wants strengthening in terms of student government and greater house involvement; the women's area has developed further in terms of the Residential College Program than the men's area. This is due obviously to any number of reasons, not the least of which is the fact that women have tended to be satisfied with social contact with the faculty while the men have groped for more intellectually challenging programs. The latter are clearly the more difficult programs to develop.

Viewing the Southwest as a whole, one of the major sore spots is the functioning of the Residence Hall Judiciary System. These groups have attempted to mete out justice in the face of much conflict. Frequently a member of a student judiciary gave penalties to students on his floor. Furthermore, inherent in the student judiciary process, is the notion that students will be honest when they come for judicial review. The judiciary has no real investigative powers. Hence when judiciaries were confronted by students who denied the charges, they were baffled as to how to cope with such students. Much work needs to be done to help the student members of judiciary face the conflicts of the position. Two suggestions are: (1) That judiciaries each have an adviser; and (2) That minimum and maximum penalties for specific actions be standardized.

Much work remains to be done in the area of training the student government leaders and facilitating their working <u>with</u> counselors. This year appears to be the antithesis phase in the role of the counselor. Next year as counselors are able to abandon certain unnecessary aspects of the laissez-faire posture they adopted this year, counselors and residence hall government representatives may actually work together to promote the creative and smoother running of a house.

What then did we accomplish this year in the Southwest?

1. The major thrust of our efforts went to an attempt to develop a climate in the Southwest that demonstrated our concern for the students and staff here. The sense of impersonalization of the large towers is easily demonstrated by student remarks, by the exodus from the towers to the low rise at the end of this year; and even by the signs in the windows. As the first area office to open at the University, we felt it important that we develop an office that was easily accessible in all ways to students and staff. The student traffic to the Southwest Office of Student Personnel could indicate the success of the office in at least being receptive to students. More than a hundred students a day come in with varying requests.

2. The towers, because of their size and layout, furthermore tender to accentuate the presence of disruptive students. Hence the Office of Student Personnel attempted to seek out and work with disruptive students on the basis of referrals from Heads of Residence and counselors. We accepted more than a hundred referrals, including twenty-one pregnant girls, and saw these students on any number of pretexts, the most common being grades. Many of these students we subsequently referred to other services including the Infirmary, the Mental Health Service, the Counseling Service, and Family Service Agencies in their home town when the problem involved the family. Furthermore, operating on the assumption that disruptive students might readily be found among those students who were doing poorly academically, we sought out the students on academic probation, and attempted to develop groups whereby these students could meet for an hour a week to discuss their attitudes towards the University and towards being a student. First semester, we saw 31 women on probation; second semester, 42 women and 90 men.

3. We felt that primary focus had to be to strengthen our staff of Heads of Residence. A strong Head of Residence could in turn work effectively with counselors and student government. Because of the separation begun in September, we held two staff meetings a week, one for men Heads of Residence and one for women. These meetings lasted two hours; one hour of administrative matters and one hour of training. We further met with Heads of Residence and counselors in family groups for purposes of training. These training sessions included role playing, discussing cases, and the playing of tapes of introductory counseling sessions.

4. We met regularly with the Master's staff and developed, what we feel are excellent relationships for working together. The Master's Staff and the Office of Student Personnel worked quite openly together with freedom of either staff to attend each other's meetings. Members of the Master's Staff attended Heads of Residence meetings and hence were able to meet the broad spectrum of the staff; while the staff of the Office of Student Personnel were invited to Master's Council meetings and had the opportunity to meet the Preceptors. The Master's staff provided immeasurable support and understanding during some of the major episodes of the year. They never indicated that any particular responsibility was outside their purview. Hence in matters of selection of counselors, damage and noise in the Southwest, advising student government committees on the writing of a charter, or interviewing Heads of Residence applicants, they were always willing to lend their time and ingenuity.

The direction in which attention needs to be devoted by the Student Personnel Staff and the Master's Staff next year are the same; i.e. house government, house judiciaries, and the role of the faculty fellows in the houses.

Respectfully submitted

Alice Sargent

Alice Sargent
Area Coordinator

Annual Report 1966-67
Office of the Area Coordinator
Central Residence Area

Forward

Since its creation in February of 1967, the Office of the Area Coordinator has been engaged in the process of creating a decentralized student personnel service.

Ultimate goals are generally envisioned as being staffed and equipped to provide a wide range of services to a potential student clientele of some 2600 residents (in 13 halls) of the area.

Beginning efforts have been limited to establishment of working liaison with the staff and student governments of thirteen residence halls, while continuing to provide those services normally provided by the offices of the Deans of Men and Women for residents of this area.

Personnel

In February operations in the Area Office began with one professional staff member serving as Acting Area Coordinator, one Graduate Assistant (formally Area Director) and one half-time secretary. Normal office hours and services were maintained by employing the able services of two undergraduate office assistants.

Residence halls were administered by ten Heads of Residence, three Graduate Residence Directors and a complement of one hundred and two counselors.

The Area Office acquired a full-time secretary on May 22nd and will receive additional personnel with the addition of an Assistant Area Coordinator as of June 11, 1967.

Personnel changes at the residence hall level include the retirement of one Head of Residence, the resignation of another and termination of appointment of three Graduate Residence Directors. The creation of thirteen positions of Assistant to the Head of Residence will add to the existing residence hall administrative structure.

Personnel Training And Related Activities

Residence hall administrative staff convened weekly for purposes of consultation and discussion concerning policies and procedures for residence hall operation. At specific times various representatives of tangential University agencies were invited to meet with the staff.

A pilot program for counselor training was initiated in March which brought twelve groups of counselors (randomly created groups of ten) together once each week to discuss policies, debate practices and exchange ideas. Response was excellent and on this limited trial basis would seem a very desirable model for the future. The factor of mixed groups, by sex and residence, seemed to have a very positive effect on the group. Less obvious results, however very

important, were the expressed confidence as feeling much more a part of the total program and the welcome opportunity to share their concerns and experiences with their peers and superiors.

One can predict very healthy attitudes to emerge from the planned training programs for 1967-68 for both counselors and Heads of Residence.

Efforts were made to create an "Area Council of Presidents". In meetings held, organization was discussed and potential benefits of such a group were debated. Success was limited by time restrictions, however, the opportunity to express concerns and share information demonstrated the validity of such an organization.

Residence Hall Program

Each residence hall was engaged in the major task of formulating a constitution and making the transition to democratically governed residence halls.

The speed and thoroughness with which certain units were able to incorporate new philosophical principles into their organization was counter-balanced by the existence of entrenched interests and painfully slow progress in other residences.

Nearly all residence halls in this area demonstrated improvement and change during the past year and those few trouble spots, which were in evidence, were predictable and were completely overshadowed by the positive benefits apparent in the majority.

Residence halls continued to support traditional social and cultural activities while certain units progressed markedly toward a more varied program.

Cultural Enrichment funds have created a definite increase in the desire for more space in traditional residences for house libraries and reading rooms. Many units have used this year's funds to purchase reference books, periodical subscriptions and volumes for pleasure reading.

The acquisition of new stereophonic record players by all residences has also given rise to the development of record libraries in many residence halls.

The need for lounge, study and recreational space in many of the traditional halls cannot be stressed too much. The students continue to express strong feelings when they compare their facilities to many of the newer residences.

The University's priority concern for the welfare of the residential college program is grossly misunderstood by many residents of traditional residences. This issue has been somewhat tempered by the University's providing a great deal of new equipment for traditional halls during the past year. The addition of after-hours food facilities, individual telephone service in this area has engendered much good will.

In summary, any additional program facilities which can reasonably be made available to traditional residence units would appear to be a very sound investment.

The creation of individual residence judiciaries shows evidence of being one of the most encouraging developments of the past year. The concept of a logical continuum of judicial heirarchy from the residence hall to the University Committee on Discipline has placed the student in a much more reasonable position when disfunctional behavior occurs. While many questions and problems remain unanswered, the positive benefits in evidence in terms of residence morale would indicate the validity of a continued effort to strengthen this program.

Conclusion

The potential for educational benefits in residence hall living has been more fully recognized in the past year by the total University community than ever before.

The scope of the residence hall program has been expanded to afford a significant increase in the number of leadership positions available in each unit and continues to stress individual responsibility in a group situation. It becomes increasingly apparent that many of the most fundamental values of the adult world are being experienced in this setting.

Advisory functions must be strengthened in the coming year to bring the present governmental structures to a more mature status.

A consolidation of the many factions of the community which contribute to the total residence hall program is urgently needed. Administrative direction toward decentralization seems a most efficient model in this regard to accomplish a menaingful ratio of staff to student population served.

Respectfully submitted

James J. Burke

James J. Burke
Area Coordinator

JJB/sm

UNIVERSITY HOUSING OFFICE

UNIVERSITY OF MASSACHUSETTS

Amherst, Massachusetts

ANNUAL REPORT

(July 1, 1966 - June 30, 1967)

John C. Welles

Director

June, 1967

GENERAL INTRODUCTION

As the residential area of the Student Personnel Division has undergone certain changes during the 1966-67 fiscal year, this report will reflect a midyear transition in respect to reporting lines, areas of responsibility, and overall involvement in student life both within and without of the classroom.

The material contained herein is produced in tabular form for both procedures and accomplishments undertaken or achieved by the total office staff. It is our firm belief that we function to serve the student body and staff of the University of Massachusetts. We expect that our present standard of decentralized operation will increase in the months ahead.

I N D E X

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IX.	Appendix	13

I. APPROPRIATION for the Fiscal Years 1964-65, 1965-66, 1966-67:

	Housing	Foreign Student Affairs	Total
1964-65 -	$ 3,045.00	$ 100.00 (From Student Senate for the Foreign Student Reception)	$ 3,145.00
1965-66	$ 5,280.00	$ 2,625.00 ($125.00 of this total was an appropriation from Student Senate for the Foreign Student Reception)	$ 7,905.00
1966-67	$13,472.00	$ 1,775.25 ($825.00 of this total was appropriated from Student Senate funds for the Foreign Student Reception and the Foreign Student Loan Fund and $950.25 was appropriated from the Graduate School for clerical help)	$15,247.25

II. PERSONNEL:

A. September 1964

Rank	Number in Position	
Director of Housing	1	
Staff Assistants	2	
Administrative Assistant	1	
Housing Officer	1	
Assistant Housing Officer	1	
Senior Clerk Stenographer	1	
Junior Clerk Stenographer	1	

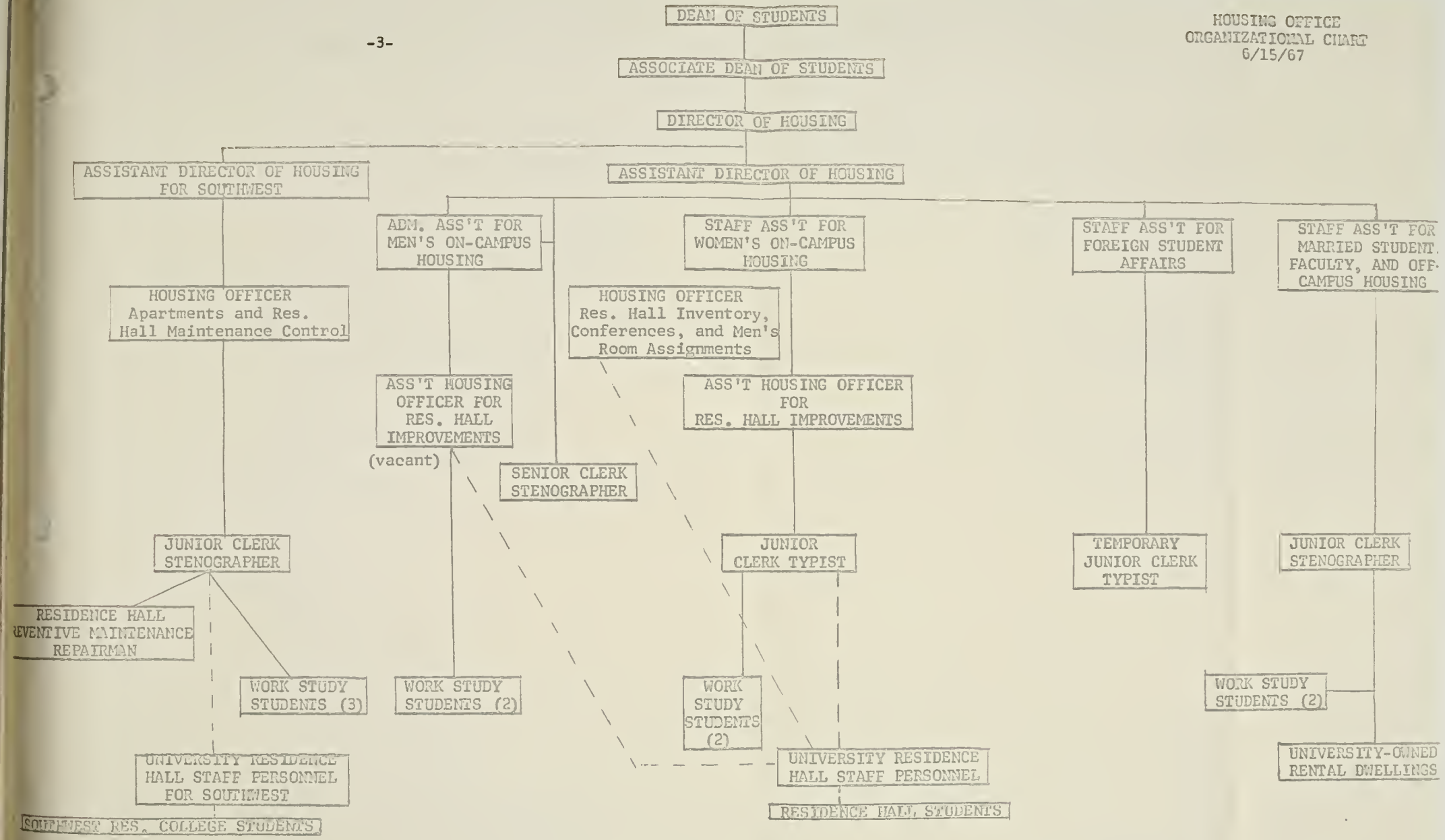
B. September 1965

Director of Housing	1	
Staff Assistants	2	
Staff Assistant (Foreign Student Affairs)	1	(As of May 1, 1966)
Administrative Assistant	1	
Housing Officer	2	(Inc. 1 as of February 1, 1966)
Assistant Housing Officer	1	(To February 1,1966)
Senior Clerk Stenographer	1	
Junior Clerk Stenographer	1	
Temporary Clerk Typist (03)	2	(Foreign Student Affairs)
Temporary Clerk Typist (03)	1	(As of April 26, 1966)
Work Study Students	5	(1 as of June 6, 1966)
Maintenance Helpers	2	

C. September 1966

Director of Housing	1	
Staff Assistants	4	
Staff Assistant (Foreign Student Affairs)	1	
Administrative Assistant	1	
Housing Officers	2	
Assistant Housing Officers	2	(1 pending as of June 8, 1967)
Senior Clerk Stenographer	1	
Junior Clerk Stenographer	2	(1 as of June 12, 1967)
Junior Clerk Typist	1	
Temporary Clerk Typist (03)	1	(Foreign Student Affairs)
Temporary Junior Clerk Typist (02)	1	(From July 1, 1966 to October 1, 1966)
Work Study Students	12	(3 remaining as of June 8, 1967)
Student Administrative Interns	2	(as of June 12, 1967)
Maintenance Helpers	2	(1 transferred out as January 21, 1967)

HOUSING OFFICE
ORGANIZATIONAL CHART
6/15/67



IV. STUDENTS OR CLIENTELE SERVED:

A. September 1964 -

Served in excess of 9,000 individuals in the areas of room assignments, apartment assignments and help in directing individuals who were seeking off-campus accommodations.

B. September 1965 -

1. Processed residence hall applications for more than 7,000 undergraduate students. This figure includes more than 400 Stockbridge students and over 200 graduate students.

2. Processed assignments for over 800 students in fraternities and sororities.

3. Staff members individually spoke with and processed billing information for over 1300 students who are either commuting from home or living in private facilities off-campus.

4. Reassigned 450 Stockbridge students to four-year residence halls in preparation for occupancy in September of 1966.

5. Various members of the office staff met with and counseled all of the University's 292 foreign students.

6. Assigned student rooms for 1966 for approximately 9,025 students.

7. Processed over 4,000 Summer School applications for the current year. Of these more than 1,200 were personal contacts.

8. Daily contact with student, faculty and staff members seeking off-campus accommodations totals some 4,500 persons. As many of these individuals may return to this office more than once the actual number of contacts may have reached as many as 8,000.

9. The total office has handled more than 2,000 pieces of correspondence going from the University to other parts of the world.

10. Personally met with or corresponded with more than 150 home owners, landlords, landladies and real estate agents. (Present file of rental listing cards numbers in excess of 1,000).

11. Screened applications for 450 individuals seeking accommodations in University-owned dwellings. Of these 125 assignments were made.

12. Handled bus schedules for field trips and other events for off-campus and out-of-state travel to more than 30 departments on campus.

13. Assisted in preparing residence halls for the occupancy of over 30 conferences which included approximately 8,000 conferees.

14. Helped to secure loans for 38 foreign students, totaling $2,360. (All loans were repaid as of May of 1966).

C. September 1966 -

1. Processed residence hall applications for more 9,000 undergraduate students. This figure includes more than 500 Stockbridge students and over 200 graduate students.

2. Processed assignments for over 850 students in fraternities and sororities.

3. Staff members individually spoke with and processed billing information for over 1400 students who were either commuting from home or living in private accommodations off-campus.

4. Various members of the office staff met with and counseled all of the University's 341 foreign students.

5. We are presently in the process of assigning student rooms for the Fall of 1967 for over 10,000 students.

6. Are presently processing over 4,000 Summer School applications for the current fiscal year. Of these, more than 1,200 will be residing in our halls.

7. Daily contact with students, faculty and staff members seeking off-campus accommodations totals more than 8,400 individuals. As many of these individuals may return to this office more than once, the actual number of contacts may be doubled.

8. The total office has handled more than 2,600 pieces of correspondence going from the University to other parts of the United States and the Globe.

9. Personally met with or corresponded with more than 500 home-owners, landlords, landladies, and real estate agents. (The present file of rental listing cards numbers in excess of 1,100).

10. The total office including Southwest Residential College, the Off-Campus Housing Office, and the Main Office processed well over 1,000 work requests for repairs and improvements to our residence halls and apartments. This figure does not include the more than 1,200 telephoned emergency work requests that were submitted by both the Main Office and the Southwest Office.

11. Screened applications for over 500 individuals seeking accommodations in University-owned dwellings. Of these, 135 assignments were made.

12. Scheduled bus field trips for academic courses and other events both in and out of state for more than 30 academic departments (over 800 individual bus schedules).

13. Assisted in preparing residence halls for the occupancy of over 45 conferences which includes more than 15,000 conferees.

14. Helped to secure loans for 40 foreign students totaling $2,705.00.

15. Personally conducted tours of the Southwest Residential College for more than 2,600 individuals.

V. PUBLICATIONS, RESEARCH GRANTS, RESEARCH PROJECTS AND OTHER PROFESSIONAL ACTIVITIES:

A. Published a brochure entitled "University-owned Rentals" (see Appendix).

B. Developed a University brochure pertaining to information involving the Southwest Residential College (see Appendix).

C. Developed a University map and directional information for incoming students (see Appendix).

D. Surveyed faculty and reported to the International Institute of Education on research dealing with International Education Exchange conducted at the University of Massachusetts.

E. Presently collecting preliminary data relating to type of English proficiency certification offered for entrance requirements, including TOEFL scores, American Embassy certification, ALIGU test scores and personal references in an attempt to correlate these data with subsequent academic performance.

F. Prepared for publication for subsequent distribution, by the Office of Institutional Studies, a monograph entitled "Keysort--An Aid to University Housing" (see Appendix).

G. Initiated and gathered data from other universities for a study entitled "Married Student Apartment Construction Survey" (Survey in press).

H. Presently investigating the feasibility of instituting a Residence Hall Contract for use by all students in University residence halls.

I. Published an information pamphlet entitled "Residence Hall Procedures" for all residence hall staff members (see Appendix).

J. Presently preparing residential college material in preparation for a presentation at the 1967 Association of College and University Housing Officers National Convention.

K. Presently preparing a presentation booklet concerned with the total campus in preparation for a bid for the 1969 ACUHO National Convention. (file copies on hand in the Housing Office).

VI. MAJOR ACCOMPLISHMENTS during the fiscal year 1966-67:

A. Publication of heretofore mentioned brochures and studies.

B. Developed a new room selection-billing card for upperclass residence hall students. This form now enables both the Registrar's Office and the Housing Office to simultaneously notify students of residence hall, dining hall, tuition and other fees by using one form rather than many.

C. The above enabled this office to effectuate a smoother Spring-time room selection procedure.

D. Increased the total occupancy of our graduate residence from 192 to 300.

E. Succeeded in adding much needed staff positions to the Southwest Residential College area.

F. Added several more Work-Study students to enable the office to operate more efficiently.

G. Developed extremely close coordination between the Student Affairs Committee of the Student Senate while in the process of undergoing a new residence hall repairs and refurbishing program.

H. Are presently in the process of designing plans for the renovation of one of our older residence halls (the total expenditure will exceed $200,000.00). This marks the beginning of a much needed program of repairs and improvements to all University residence halls.

I. Continued to develop an extremely good working relationship with more than 45 residence hall staffs.

J. Processed well over 2,000 work requests for residence halls and apartment repairs and improvements.

K. Inspected over 85 University-owned apartments and processed all necessary work involved.

L. Accompanied more than 50 foreign students to the Commonwealth State House on the Annual International Foreign Student Day in Boston excursion.

M. Accompanied well over 50 students on the Annual Foreign Student Trip to Sturbridge Village.

N. Acted as official University of Massachusetts contact with the Department of State, the Exchange Visitors Program, the Department of Justice, Immigration and Naturalization Service, the Institute of International Education, the African Scholarship Program of American Universities, and the National Association of Foreign Student Affairs.

O. Acted in various capacities as members of the Foreign Student Committee.

P. Participated as a member of the President's Committee on Lights and Locks that subsequently produced a proposal for the increased security of our University buildings.

Q. Coordinated efforts resulted in a successful Fall Foreign Student Reception.

R. Arranged for and accomplished a visit to the University by a Field Consultant of the National Association of Foreign Student Affirs, Field Service Program (since that time many of the Consultant's recommendations have been implemented).

S. One of the staff members was the recipient of an In-Service Training Grant awarded by the National Association of Foreign Student Affairs for the purpose of visiting other institutions. This grant is concerned with problems relating to International Educational Exchange.

T. One member of the staff served as State Chairman for the National Association of Foreign Student Affairs, Region XI.

U. Prepared for publication, by the Office of Institutional Studies, a monograph entitled "Keysort--An Aid to University Housing" (see Appendix).

V. Sent a proposal forward to the other University administrators for the establishment of a Residence Hall Contract and Student Damage Deposit (presently being investigated for feasibility).

W. Prepared detailed specifications and subsequently awarded a contract for renovations in University-owned apartments (these include complete kitchen units as well as counter areas).

X. Continued to upgrade interior and exterior areas of our University-owned apartments.

Y. Have submitted several articles for national distribution in the National Association of College and University Housing Officers Newsletter (most articles dealt with the University's new Southwest Residential College).

Z. Were largely responsible for the coordination of all efforts dealing with the furnishing and occupying of five Presidential Residence Towers (2,880 beds, public area furniture, equipment and other furnishings).

AA. Three members of the staff participated in over 20 evening discussions with residence hall students concerning the new afore-mentioned residence hall repairs and refurbishing program.

BB. One member of the staff remains active on the Southwest Coordinating Committee.

CC. One member of the staff coordinated efforts for the initial planning of area libraries (still in process).

DD. One member of the staff established and is an active participating member in the Southwest College Council Subcommittee on Housing Affairs.

EE. All office members continued to develop close working relationships with various architectual and interior design firms for residence hall construction.

FF. Helped to establish over 25 teaching stations in both the Orchard Hill and Southwest Residential Colleges.

VII. SPECIAL PROJECTS OR PROGRAMS OPERATED BY THE UNIVERSITY OF MASSACHUSETTS HOUSING OFFICE during the 1966-67 fiscal year:

A. One member of the staff participated as a Faculty Fellow in the Southwest Residential College.

B. Developed a nation-wide survey for findings concerned with apartment construction as a prelude to a proposal for increased accommodations on this campus.

C. Submitted a proposal for a Residence Hall Room Contract and Damage Deposit.

D. Conducted a special tour for 2,164 state dignitaries, local officials, and other visitors in the Southwest Residential College area.

E. Presently developing a presentation booklet for the Association of College and University Housing Officers in anticipation of hosting the 1969 National Conference.

VIII. FUTURE PLANS AND NEEDS

A. The Housing Office is continually interested in cooperating with the Area Coordinators to achieve a more well balanced total residence hall program. We offer the following (some of which have already been mentioned as possibilities by the Associate Dean of Students and one or more Area Coordinators) suggestions as possible courses of action:

1. The development of a Graduate Program in Student Personnel Services for Higher Education to be offered to Resident Directors and Resident Assistants at the Masters and Doctoral level.

2. That the internal residence hall responsibilities be divided into these areas:

   a. Resident Director

   b. Assistant Resident Director for Cultural Affairs and Academic Affairs.

   c. Assistant Resident Director for Social Affairs and Athletic Affairs

   d. Resident Assistants or Counselors.

B. New staff and materials in order that this office may continue to fulfill all of the duties required and expected:

1. The establishment of two area staffs to continue with the decentralization now existent in the Southwest Res. College. (one for the Central Area and one for the Northeast Area).

2. Additional secretarial help for the Main Office and the Area Offices.

3. The development of an increased residence hall preventive maintenance staffs. It is recommended that this staff include various labor tradesmen such as carpenters, painters, machinists, plumbers, and electricians. In addition to this it is also recommended that other personnel might be included in an Upholstery and Seamstress Shop.

C. Foreign Student Affairs.

1. The development of an office of international affairs for both American and foreign students and visiting foreign personnel.

IX. APPENDIX

A. Foreign Student Enrollment
Placement and Financial Aid Graduate and Foreign Student Loan Fund
Undergraduate Foreign Student Loans

B. University-Owned Apartments for Faculty and Married Students Brochure

C. The Southwest Residential College Brochure

D. A Guide to University Residence Halls Brochure

E. Keysort--An Aid to University Housing Monograph

F. Residence Hall Procedures Booklet

A

UNIVERSITY OF MASSACHUSETTS FOREIGN STUDENT ENROLLMENT
SEPTEMBER 1966 to JUNE 1967

NTRY	GRADUATE	UNDERGRADUATE	STOCKBRIDGE	SPECIAL	TOTAL
RGUA	1	1			2
N. INDIES					
TRALIA	1				1
TRIA	1	1			2
ZIL	1				1
ADA	17	1	2		20
LON	1				1
NA	96			1	97
OMBIA	2	1			3
A		2			2
ADOR		1	1		2
PT	1				1
LAND	5	1			6
IOPIA		1			1
LAND				1	1
NCE	4			1	5
RANY	6				6
NA		2			2
ECE	4	2			6
ANA			1		1
G KONG	4	3		1	8
LAND	1				1
GARY	1				1
IA	39				39
ONESIA	1				1
N	3	1			4
Q	1				1
LAND		1			1
AEL	4	2			6
LY	1	2			3
ICA	3				3
AN	9				9
DAN	2				2
YA	2				2
EA	17				17
BANON	2				2
ERIA	2				2
LAWI		9			9
AYSIA	2				2
ICO	1				1
GERIA	2				2
WAY				1	1
KISTAN	3				3
MA	1				1
RU	1				1
ILIPPINES	8				8
LAND		1			1
RTUGAL	1				1
UKYU ISLANDS	2				2

UNIVERSITY OF MASSACHUSETTS FOREIGN STUDENT ENROLLMENT
SEPTEMBER 1966 to JUNE 1967

	GRADUATE	UNDERGRADUATE	STOCKBRIDGE	SPECIAL	TOTAL
SAUDI ARABIA	3				3
SOUTH AFRICA	1	1			2
IRAN	2				2
NETHERLANDS	2	1			3
TRINIDAD AND TOBAGO	2				2
TURKEY	2				2
INDIA	1	1			2
URUGUAY	1				1
VIET NAM	1	1			2
WEST CAMEROON		1			1
TOTALS	268	37	4	5	314

NEW STUDENTS SECOND SEMESTER FEBRUARY 1967

[illegible]	14				14
[illegible] LONG	4				4
[illegible]	6				6
[illegible] NESIA	1				1
[illegible] NIA	1				1
[illegible]	2				2
[illegible] KINGDOM	1				1
[illegible]	1				1
TOTALS	27				27

The Commonwealth of Massachusetts

University of Massachusetts

Amherst

Office of the Foreign Student Advisor

[illegible]ment and Financial Aid Graduate and Foreign Student Loan Fund
July 1, 1966--June 5, 1967

Graduate Loans Repaid

	Number of Loans	Total Amount
[illegible] Jul-Ra[illegible]	2 ($100, $100)	[illegible]
[illegible]rico Brid	1	100.
[illegible]vus Chikwendu	2 ($60, $100)	160.
[illegible] S. DeShield	1	100.
[illegible] Kpodo	1	[illegible]
[illegible] Katdare	1	100.
[illegible] In-Wel Lee	1	[illegible]
[illegible] Hanson	2 ($100, $100)	[illegible]
[illegible] Kathur	1	[illegible]
[illegible] Mathiare	1	[illegible]
[illegible] Marqueitio	1	[illegible]
[illegible]	1	[illegible]
[illegible]	1	
	16	

Graduate Loans Outstanding (Not Past [illegible])

[illegible]	1	[illegible]
[illegible]	1	[illegible]
[illegible]	1	[illegible]
[illegible]	1	
	4	[illegible]

Overdue Loans Past Due

	Number of Loans
[illegible]	1
[illegible]	1
[illegible]	1
[illegible]	1
	4

[illegible] number 24

[illegible] per loan $98.00.

Commonwealth of Massachusetts

University of Massachusetts

Amherst

Office of the Foreign Student Adviser

Graduate Foreign Student Loans charged to Student Senate Account #317 (Foreign Student Association) July 1, 1966--June 5, 1967.

Undergraduate Loans Repaid

	Number of Loans	
[illegible]	3 ($50, $50, $50)	[illegible]
[illegible]	1	[illegible]
[illegible]	2 ($60, $60)	[illegible]
[illegible]	1	[illegible]
[illegible]	1	[illegible]
[illegible]	5 ($40, $30, $60, $60, $30)	[illegible]
[illegible]	1	[illegible]
[illegible]	1	[illegible]
[illegible]	1	[illegible]
[illegible]	3 ($20, $50, $20)	[illegible]
[illegible]	1	[illegible]
[illegible]	2 ($20, $50)	[illegible]
[illegible]	1	[illegible]
	23	$1149.00

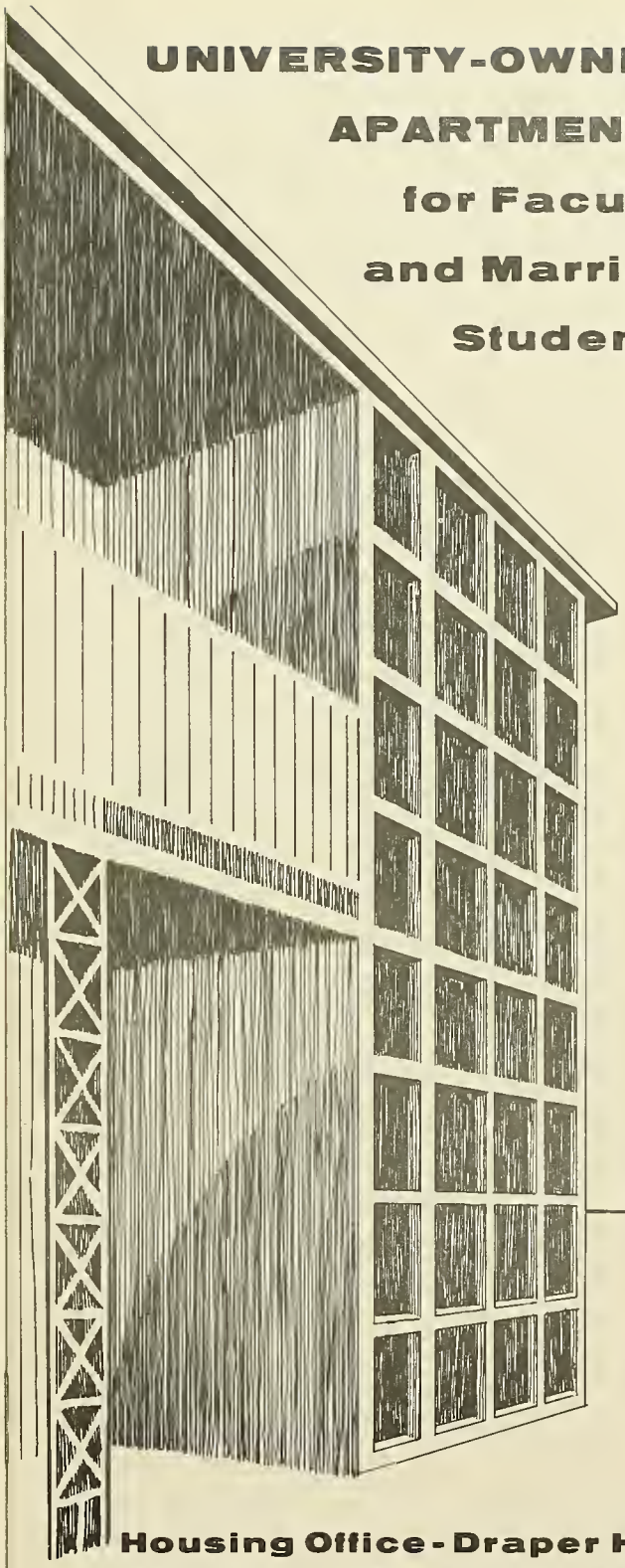
Undergraduate Loans Outstanding

[illegible]	1	[illegible]
Total Number	24	Total Loans [illegible]

Average amount per loan, $49.00

Undergraduate loans past due: none

UNIVERSITY-OWNED APARTMENTS for Faculty and Married Students



Housing Office - Draper Hall
University of Massachusetts
Amherst, Massachusetts 01002
tel. 413-545-2785

A WORD FROM THE DIRECTOR

Welcome to the University of Massachusetts. We hope your stay at "U-Mass" will be an enjoyable one and take this opportunity to explain to you some of the services provided by the Housing Office since adequate housing is such a vital part of our educational experiences.

The Housing Office staff is always ready to assist new members of our academic community to find suitable housing, whether it be University or privately-owned. One of our main objectives has always been to maintain an effective relationship with our tenants and clientele. Whatever your individual housing needs or problems, always feel free to visit our office and discuss them with us.

Sincerely yours,

John C. Welles

John C. Welles
Director of Housing

ON-CAMPUS UNIVERSITY-OWNED APARTMENTS

The University owns and manages 153 apartment units of various sizes located in two brick garden apartment developments on the edge of the campus. The University Apartments are comprised of 49 units and are available for faculty/professional staff only. The Lincoln Apartments are comprised of 104 units which are available for both faculty/professional staff and married students.

I. Assignment Procedure

Subject to the later described occupancy limits and limitations for each particular type of apartment unit in this brochure, apartments are offered to applicants according to the following priority order:

First	-	Married faculty/professional staff with children.
Second	-	Married faculty/professional staff without children.
Third	-	Single faculty/professional staff.
Fourth	-	Married graduate students or graduate assistants with children.
Fifth	-	Married graduate students or graduate assistants without children.
Sixth	-	Married undergraduate students with children.
Seventh	-	Married undergraduate students without children.
Eighth	-	Engaged graduate and undergraduate students may submit an application for an apartment, but they will not be considered for assignment until after they are actually married. At that time, the original date that the application was received will be used for assignment preference.

Within each of the above groups, the earliest application received will be given first consideration for assignment to vacant apartments. Only when there are not interested or available applicants in the higher priority class will consideration be given to applicants in the next lower class, etc.

Faculty/professional staff who apply by late April will usually be offered an apartment assignment by late summer. From the date their application is received by the Housing Office, married graduate students should expect to wait at least 6 to 12 months if they have children and 12 to 18 months if they do not have children before they will be offered a Lincoln Apartment. It is extremely unlikely that married undergraduate students, with or without children, will ever be assigned to Lincoln Apartments.

II. Other Assignment Considerations

1. Only "new" faculty/professional staff are eligible, i.e. those persons who have been employed by the University for less than one year.

2. Faculty must be employed full time by the University and have academic rank of instructor or above. Professional staff members are full time professional employees whose employment terms and income are similar to that of faculty. Graduate assistants are considered to be graduate students, not faculty or professional staff.

3. Married faculty/profsssional staff whose spouse will not accompany them are considered to be single persons and are only eligible for a studio type apartment.

4. Faculty/professional staff occupancy is limited to three years. Married student occupancy may continue as long as the student continues a full time academic program.

5. Married couples who have children that do not ordinarily reside with them, i.e. they are away at school etc., should not include these children when determining occupancy limits.

6. Only children actually born are considered when determining priority status and apartment size for assignments.

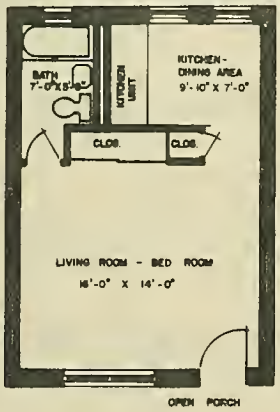
7. When the Housing Office is notified that an apartment is to be vacant, all applications are sorted to determine the most eligible person(s) to occupy the forthcoming vacancy at the time that it will become available. Apartments are not held vacant for future occupancy.

III. Lincoln Apartments Description

Features included are: combination electric stove, refrigerator, and sink kitchenette units; ventilation fan; private bath with tub and shower; central TV antenna; central laundry areas with coin operated washers and dryers; and shared storage bins. Included in the rent is heat, hot and cold water, and electricity.

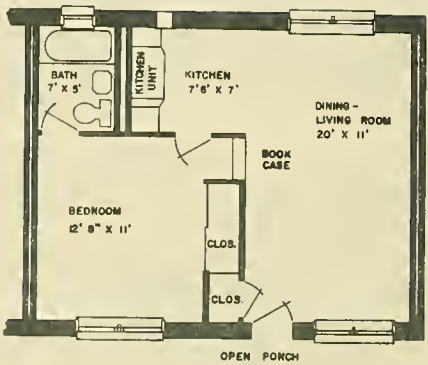
The description of the various types of units follows:

Studio



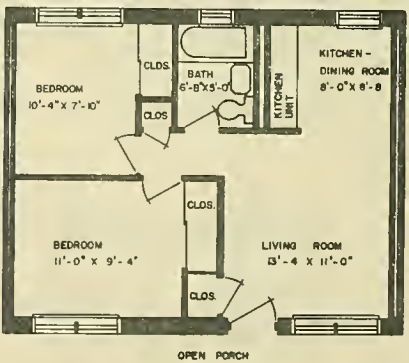
24 units; rent $60/month; 1 or 2 occupants. Assigned to married faculty/professional staff, single faculty/professional staff, married graduate students, and married undergraduate students, in that order. Only childless couples are assigned. See "Assignment Procedure."

One Bedroom



74 units; rent $75/month; 2 to 4 occupants. Assigned according to priority order in "Assignment Procedure," except that single faculty/professional staff are not eligible.

Two Bedroom



16 units; rent $90/month; 3 to 5 occupants. Assigned according to priority order in "Assignment Procedure," except that single faculty/professional staff and childless couples are not eligible.

IV. University Apartments Description

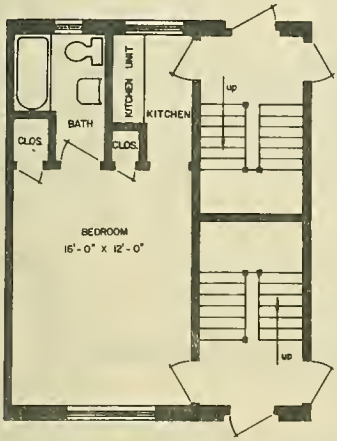
Features included are: separate electric stove and refrigerator; private tile bath with tub and shower; central laundry area with coin operated washers and dryers; and a common storage area in the basement.

Included in the rent is heat and hot and cold water. Electricity is separately metered. Tenants pay for their own usage directly to the Western Massachusetts Electric Company. Arrangements

to have the electricity turned on or off is the tenant's responsibility. Tenants already assigned an apartment may request a garage at $6/month extra, but there is usually at least a six month waiting period before assignment.

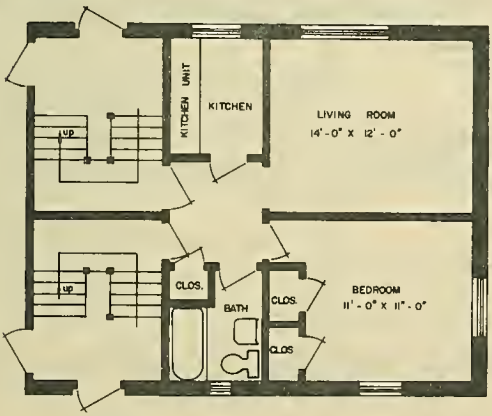
Only faculty and professional staff are eligible for these apartments. The description of the various types of units follows:

Studio



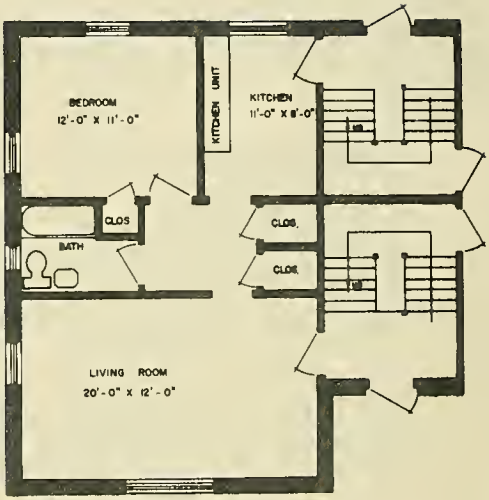
11 units; rent $60/month; 1 or 2 occupants. Assigned to married faculty/professional staff without children and single faculty/ professional staff, in that order.

One Bedroom



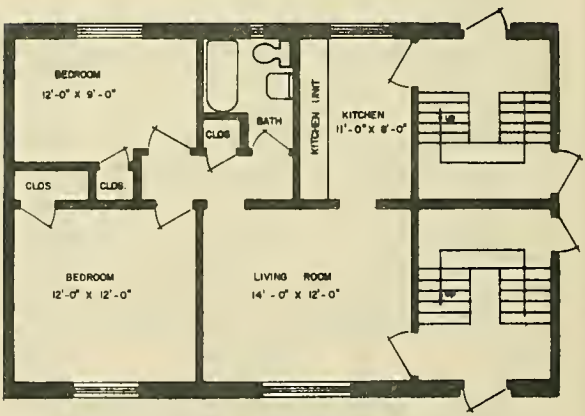
5 units; rent $75/month; 2 to 4 occupants. Assignsd to married faculty/professional staff with children and married faculty/ professional staff without children, in that order.

One Bedroom



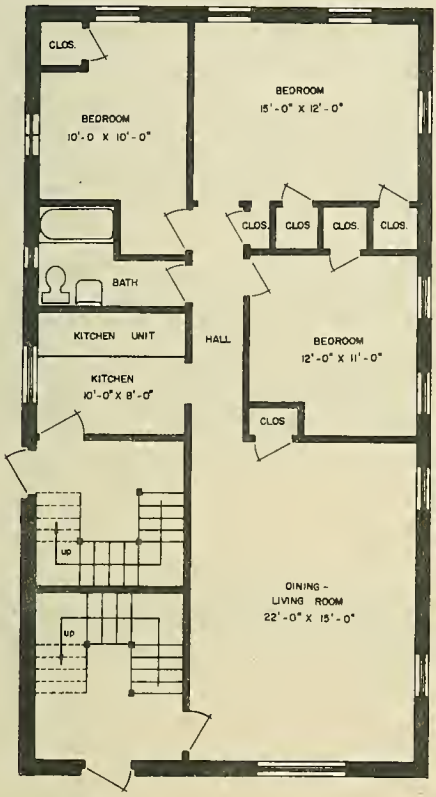
6 units; rent $80/month; 2 to 4 occupants. Assigned to married faculty/professional staff with children and married faculty/professional staff without children, in that order.

Two Bedroom



24 units; rent $85 or $90/month (apartments with slightly more square footage rent for the higher rate, otherwise the floor plan is the same); 3 to 5 occupants. Only assigned to married faculty/professional staff with children.

Three Bedroom



3 units; rent $105/month; 4 to 6 occupants. Only assigned to married faculty/professional staff with children. The waiting period for these apartments is usually a minimum of one year.

V. Application Instructions

1. Please complete and return the Keysort Apartment Application to the Housing Office. It may be folded lengthwise.

2. You will be offered the first type of vacancy that becomes available that you would be willing to accept; it may not be your first choice. If you do or do not accept the apartment offered, you may keep your application on file for another apartment, but the date your application was received may be changed to the current date.

3. Indicate if you want an apartment As Soon As Available or at a Specific Date. If you indicate a specific date and the Housing Office is unable to offer you an apartment within 60 days after that date, your application will no longer be considered until you again notify the Housing Office that you still desire an assignment.

4. It is the applicant's responsibility to report any changes in his status that could affect his eligibility. Please inform the Housing Office of any changes such as, the birth of a child, your marriage, your contact address, etc., after they occur.

5. Six months after the date your application is received and every six months thereafter, your application will be reviewed to determine if you are still interested in an apartment. Therefore, it is important that applicants contact the Housing Office at least once during each six month period to indicate a continuing interest, otherwise your application will be removed from active consideration.

Note: None of the apartments include furniture. Private washing machines, dryers, and pets, are not permitted in any University-owned apartment.

Direct Inquiries To:

Housing Office
Draper Hall
University of Massachusetts
Amherst, Massachusetts 01003

Phone: 413-545-2785

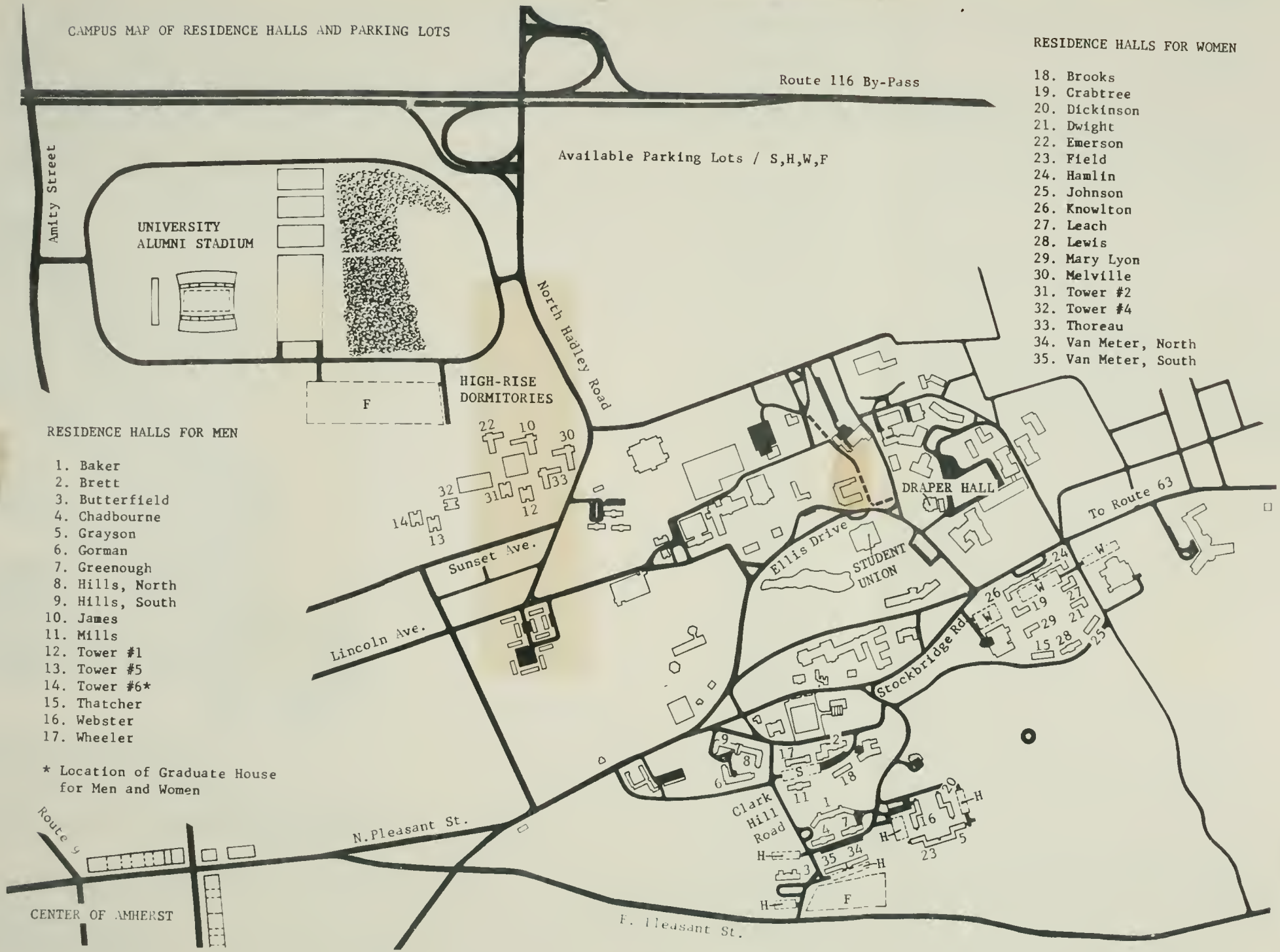
Office Hours: 8:30 A.M. to 5:00 P.M.
Monday to Friday.

The Southwest Residential College –
NEW
SKYLINE –
NEW
HORIZONS –
at
the
University of Massachusetts

HOUSING OFFICE
DRAPER HALL
University of Massachusetts
Amherst, Mass. 01002

A GUIDE TO UNIVERSITY RESIDENCE HALLS

Housing Office
Draper Hall
545-2384


CAMPUS MAP OF RESIDENCE HALLS AND PARKING LOTS
Route 116 By-Pass
Available Parking Lots / S,H,W,F
Amity Street
UNIVERSITY
ALUMNI STADIUM
F
HIGH-RISE
DORMITORIES
North Hadley Road
RESIDENCE HALLS FOR MEN
1. Baker
2. Brett
3. Butterfield
4. Chadbourne
5. Grayson
6. Gorman
7. Greenough
8. Hills, North
9. Hills, South
10. James
11. Mills
12. Tower #1
13. Tower #5
14. Tower #6*
15. Thatcher
16. Webster
17. Wheeler
* Location of Graduate House for Men and Women
RESIDENCE HALLS FOR WOMEN
18. Brooks
19. Crabtree
20. Dickinson
21. Dwight
22. Emerson
23. Field
24. Hamlin
25. Johnson
26. Knowlton
27. Leach
28. Lewis
29. Mary Lyon
30. Melville
31. Tower #2
32. Tower #4
33. Thoreau
34. Van Meter, North
35. Van Meter, South
DRAPER HALL
To Route 63
Ellis Drive
STUDENT
UNION
Sunset Ave.
Lincoln Ave.
Stockbridge Rd.
Clark
Hill
Road
N.Pleasant St.
Route 9
CENTER OF AMHERST
F. Pleasant St.

SUMMER 1966

Welcome to the University of Massachusetts! You may be interested to learn that approximately 10,000 students will be housed in 47 residence units at the University of Massachusetts; 3,100 will be incoming freshmen.

This map was designed to help alleviate the driving and parking situation often found on the first day. All residence halls have been given a number and available parking lots are designated by letters. Please use the parking lot closest to your residence hall. Please remember - SHORT TERM PARKING IS MOST NECESSARY TO AVOID CONGESTION.

Residence halls will open for occupancy on Sunday, September 11, at 2:00 p.m. for the Graduate students, on Sunday, September 11, at 3:00 p.m. for Freshmen and Tuesday, September 13 at 2:00 p.m. for upperclassmen. We urge all residents to bring only necessary items and leave the extras at home. Storage space is limited to locked suitcases and trunks.

Specific room assignments will appear on your billing card which will be sent out periodically throughout the summer by the Treasurer's Office. If there are any questions, pertaining to housing, please feel free to call the Housing Office, Draper Hall, 413-545-2384 or 413-545-2385.

When you approach the campus, look for signs directing you to parking lots indicated on the map.

E

KEYSORT – An Aid to University Housing

by
Robert Van Vliet
Assistant to the Director of Housing
University of Massachusetts at Amherst

Office of Institutional Studies
University of Massachusetts
Amherst

OFFICE OF INSTITUTIONAL STUDIES

The Office of Institutional Studies (OIS) is a research and service agency that conducts studies on the University and institutions of higher education in general. OIS also provides library materials on higher education, publishes reports, and serves as a clearinghouse of information on the University's growth and development.

KEYSORT-AN AID TO UNIVERSITY HOUSING

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Robert Van Vliet
Assistant to the Director of Housing
University of Massachusetts at Amherst

Office of Institutional Studies
University of Massachusetts
Amherst

FOREWORD

Colleges and universities across the United States are currently faced with an unprecedented demand for higher educational opportunity. This increasing pressure for admission to our institutions of higher education can be traced to three main trends: (1) A general population growth with specific emphasis in that segment of the populace under 25 years of age; (2) Greater portions of those citizens eligible to pursue a college education are choosing to do so; (3) College students are continuing their education for a longer period of time.

In attempting to meet this increasing demand our institutions of higher learning are attempting to enroll larger numbers of students. This has put considerable strain on physical facilities. One specific area where these pressures are most noticeable is that of housing. The additional influx of students and the accompanying staff has caused numerous administrative problems for housing officers. While continuing to provide the traditional dormitory accommodations, many schools have turned to off-campus housing and institutionally-owned apartments to provide largely, but not exclusively, for married students and staff members. The University of Massachusetts is one such institution.

Administrators faced with the many problems of providing adequate off-campus housing (up-to-date listings, priority assignments, liaison between tenant and landlord, etc.) constantly seek a system of operation which will provide the proper information to the proper individual at the proper time with the least amount of unnecessary effort. Cost factors and staffing must also be taken into consideration when housing office budgets are prepared.

Robert Van Vliet, Assistant to the Director of Housing at the Amherst campus of the University of Massachusetts has applied the Keysort technique to the administration of off-campus housing. His system, while inexpensive to maintain and fairly simple to operate, does provide the proper information to the right clients within reasonable time limitations. This publication provides a simple, concise explanation of his approach to off-campus and university-owned housing which any college or university, regardless of size, may find helpful in solving its own housing problems.

Additional copies of this publication may be obtained from the Office of Institutional Studies, University of Massachusetts, Amherst, Massachusetts

Raymond Castelpoggi
Assistant Director
Office of Institutional Studies

April 1967
Amherst

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Introduction

The administration of off-campus housing and the management of university-owned apartments by a university housing office can often become bogged down by the varied and complex requests for housing that are received from its students and faculty clients. This task can be likened to managing a "lonely hearts club". The administrator must consider a variety of faculty and student housing requirements and then match these requests with the many variables of available housing. Excessive paperwork and clerical staff is frequently required to accomplish this initial mating of prospective landlords and tenants.

Dissatisfaction with past, time consuming administrative procedures prompted an investigation of the methods used by other universities to administer their off-campus and university-owned apartment assignments. With off-campus housing, most universities use either a periodical "list" of available housing, or else current rental information is displayed on a central bulletin board. These methods have the disadvantage of requiring much clerical assistance to keep the rental lists up-to-date. In addition, it is difficult to prevent the many clients that use such a listing service from contacting landlords who prefer to be selective as to a specific type of tenant (faculty, married students, single undergraduate men, etc.). Also, much time is wasted because it is necessary for clients to review all rental listings when their requirements are for a specific type of housing, at a maximum rent, at a specific location, along with other

such variables.

The administration of university-owned apartments at other institutions usually involves the copying of pertinent information from the application onto appropriate "waiting lists". If an applicant is eligible for several types of housing and/or if his desired occupancy date is at various times throughout the year, then these requests have to be indicated on several different "waiting lists". The clerical complexity of such a system is increased whenever an applicant reports a change in his status or interest because all "waiting lists" then have to be changed.

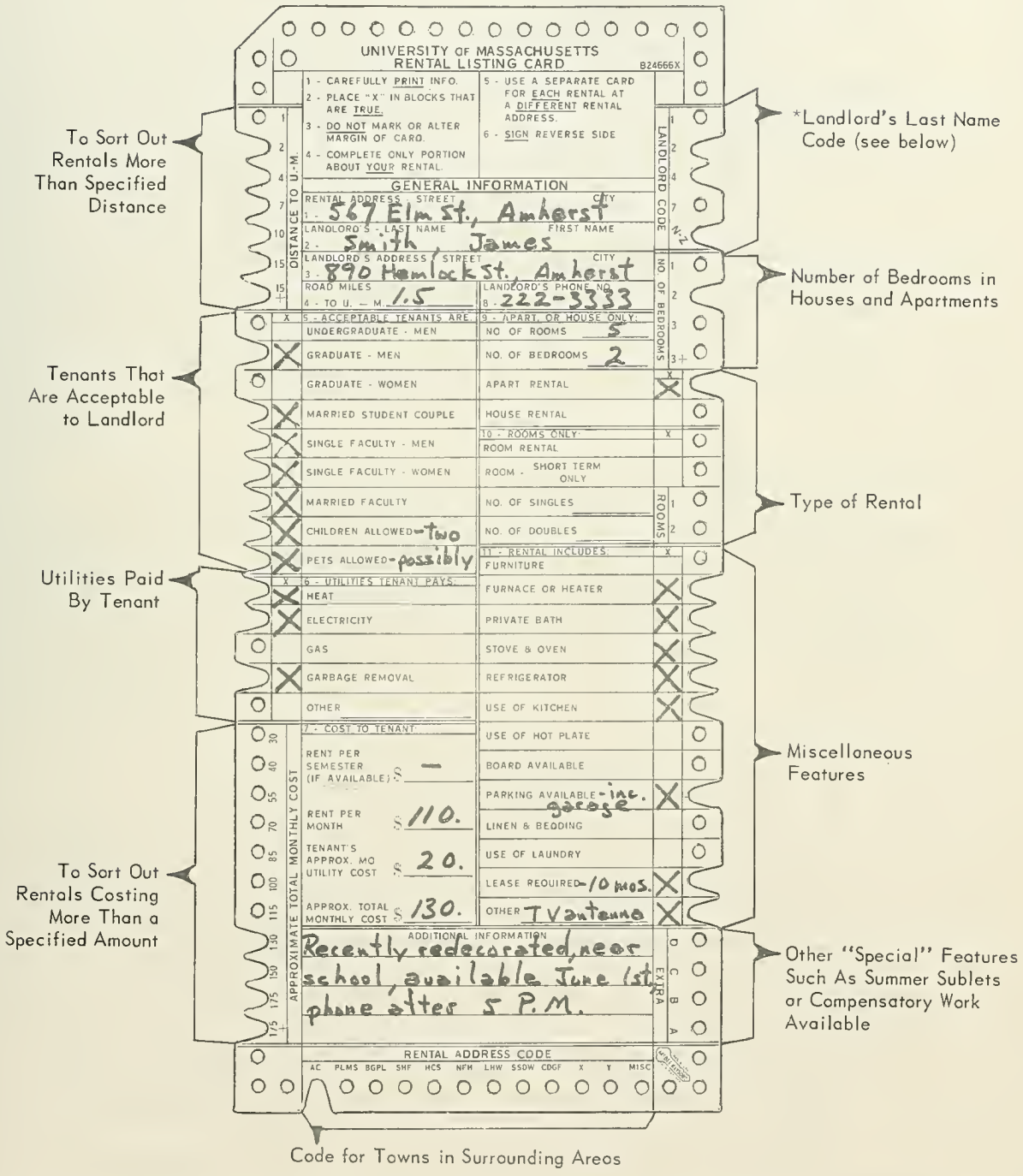
After much investigation and comparison, there began to develop a management system of off-campus housing rentals and university-owned apartment assignments by using a common business aid, a Keysort Card.

The Keysort Principle

Actually, Keysort is not a new procedure. In fact, it has had many varied applications in business for many years and, more recently, it has been used in the field of education.

A Keysort Card comes with a series of holes punched around the perimeter of the card. (See Illustration 1) Each hole is assigned a specific code or classification which is printed next to the hole. In the body of the card, space is provided for typed or written information. When a hole is notched out, by using a simple hand punch device, the card

ILLUSTRATION NO. 1 – RENTAL LISTING CARD



*Alphabetical Keysorting – To find Rental Listing Cards of landlords whose last name all begin with the same letter, keysort the entire file first by N–Z code to split alphabet in half. Then sort by code as follows:

Letter	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Alphabet Order	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Total Code Nos. Equal Alphabet Order No.	1	2	1 2	4	1 4	2 4	7	1 7	2 7	1 2 7	4 7	1 4 7	2 4 7	Sort N–Z code first for above letters												
														1	2	1 2	4	1 4	2 4	7	1 7	2 7	1 2 7	4 7	1 4 7	2 4 7

becomes a mechanically sortable document. The actual sorting process is quite simple; it consists of passing a "sorting needle", which resembles an ice pick, through a group of cards at the desired code location. When the sorting needle is raised all cards that have been notched for a particular classification fall away from the needle. Those cards remaining on the needle do not contain the specific information that is sought and are therefore set aside. This procedure permits the operator to select from a complete file of information a desired group of classifications and also to put the entire file into a sequence.

If information recorded on a Keysort Card changes, a small gummed sticker is fastened over the notched area, thus eliminating the sorting of this card from the file in the future. At a later date additional or changed information can be recorded by notching the proper hole.

The filing sequence of the complete file is of little importance since only positively coded cards (those that are notched) fall free from the entire file during sorting. This eliminates the need for any specific filing sequence when the cards are returned to the file. In effect, the Keysort principle produces results similar to that which can be obtained by using an IBM sorter, except that control of the operations remains with the using authority at considerable savings in costs.

Privately Owned Off-Campus Housing

The housing office administers to the requirements of two distinct types of clients, landlords and potential tenants,

and it attempts to quickly direct student and faculty clients to housing that satisfies their requirements. Landlords have available a great variety of housing (houses, apartments, and separate rooms) with many distinct features such as size, number of bedrooms, utilities and equipment provided, location, distance from campus, furnished or unfurnished, desired rent, availability date, etc. In addition, landlords usually seek specific classifications of tenants such as single undergraduate men or women, single graduate men or women, married student couples, single faculty men or women and married faculty; and they either do or do not permit children or pets. Similarly, our student and faculty clients who fit the above classifications also seek a variety of housing with the aforementioned factors. Briefly the procedure to administer to the needs of these groups is as follows:

a) The landlord who has a rental available is mailed a Rental Listing Card (see Illustration 1) plus other pertinent housing information and instructions.

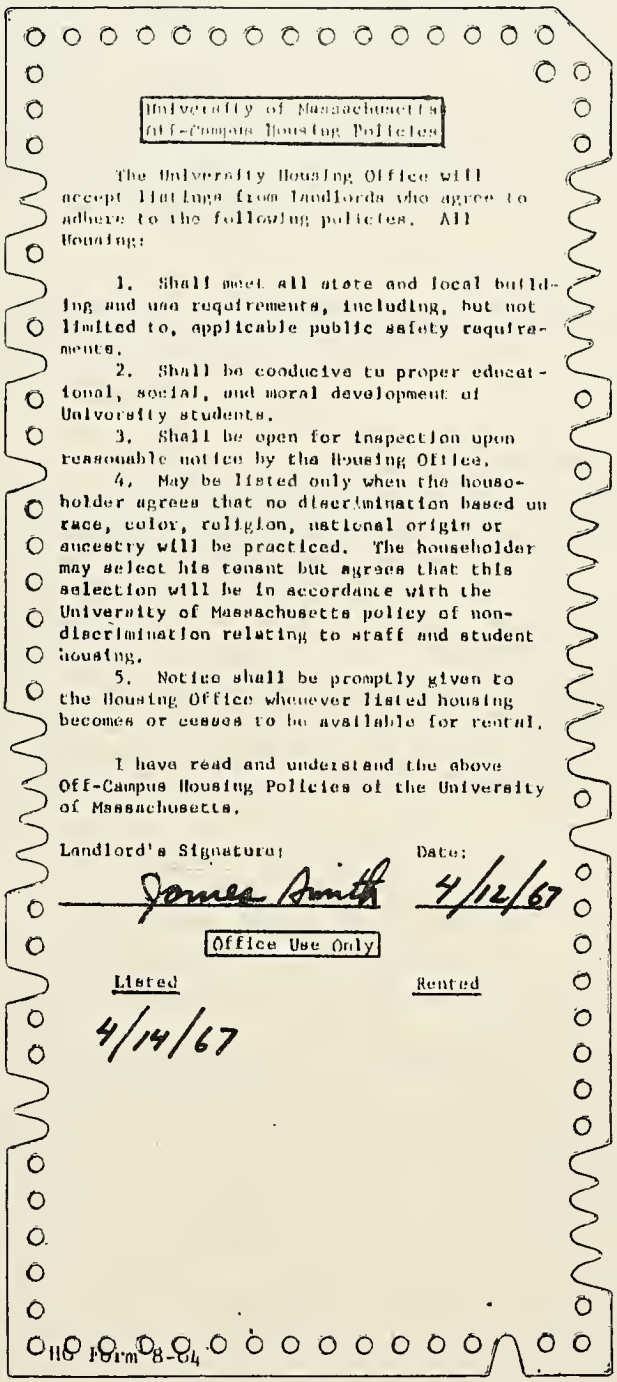
b) The landlord completes the Rental Listing Card, signs the reverse side (see Illustration 2), and returns it to the housing office in a self-addressed envelope.

c) A clerk then reviews the Rental Listing Card and notches the appropriate holes next to the specific classifications that have been checked by the landlord. The card is then placed in an active file along with <u>all</u> currently available rentals.

d) When a student or faculty client presents himself at the housing office, his classification and specific housing requirements are determined by a staff member.

e) From the active file, those Rental Listing Cards that reflect the client's eligibility (character-

ILLUSTRATION NO. 2 – REVERSE SIDE OF RENTAL LISTING CARD



University of Massachusetts
Off-Campus Housing Policies

The University Housing Office will accept listings from landlords who agree to adhere to the following policies. All Housing:

1. Shall meet all state and local building and use requirements, including, but not limited to, applicable public safety requirements.
2. Shall be conducive to proper educational, social, and moral development of University students.
3. Shall be open for inspection upon reasonable notice by the Housing Office.
4. May be listed only when the householder agrees that no discrimination based on race, color, religion, national origin or ancestry will be practiced. The householder may select his tenant but agrees that this selection will be in accordance with the University of Massachusetts policy of non-discrimination relating to staff and student housing.
5. Notice shall be promptly given to the Housing Office whenever listed housing becomes or ceases to be available for rental.

I have read and understand the above Off-Campus Housing Policies of the University of Massachusetts.

Landlord's Signature: James Smith Date: 4/12/67

Office Use Only

Listed: 4/14/67 Rented:

HO Form 8-64

istics the landlord has indicated as acceptable) and those that satisfy the specific housing requirements of the client are quickly removed by the Keysort procedure. This process of selecting only the appropriate rental listings from the entire active file takes approximately 30 seconds.

f) The client is then directed to a table where brochures, maps of the community, local newspaper classified sections, and a telephone are located. Specific questions are answered and assistance is given by a housing office staff member.

g) Initial client contacts with the landlord are usually made by telephone. If the client and landlord express mutual interest in the available housing, they arrange to meet and inspect the listed dwelling.

h) Once a dwelling is rented, the landlord notifies the housing office by either telephone and/or by returning a self-addressed postcard that has been supplied by the housing office.

i) The Rental Listing Card is then placed, by the landlord's last name, in an inactive alphabetical file. If the same rental becomes available again at a future date, the landlord notifies the housing office and the Rental Listing Card is quickly transferred from the inactive back to the active file.

University-Owned Apartments

The administration of university-owned apartment assignment is complicated by many variables that exist within the apartments themselves and with the applicants who are prospective tenants. Apartment variables are: the existence of two distinct apartment developments, the size and rental rate of several apartment types, the number of bedrooms, the maximum and minimum number of occupants permitted at the time of assignment, and the number of apartments available at various times throughout the year. Applicant variables are: the date the application

is received, rank in a prescribed student-faculty order of priority, marital status, number of children, the type of housing desired, the date the housing is wanted, and the date the applicant joined the university.

Keysort greatly speeds up the administration of this complex procedure of matching the many variables of apartment availability and makeup to the varied criteria used to select tenants from waiting applicants. Without going into great detail, the procedure is essentially as follows:

a) Persons who inquire about university-owned housing are given a brochure that describes the apartments (including floor plans), the eligibility requirements, and the application procedure. Included is a Keysort Apartment Application (see Illustration 3).

b) The applicant completes the form and signs the reverse side. He then returns it to the housing office in a self-addressed envelope.

c) A clerk then reviews the Apartment Application and notches the appropriate holes next to the specific classifications that correspond with the information recorded by the applicant. The card is placed in an active file along with <u>all</u> current apartment applicants.

d) The reverse side of the Apartment Application (Illustration 4) provides space to record the date of any action as well as comments about each applicant. This section is vital because of the necessity to note continued interest in obtaining an apartment and also to record, in chronological order, a "case history" of the contact between the housing office and the applicant.

e) When an apartment tenant decides to leave, he is required to complete an apartment vacate notice at least 30 days before his departure. Along with related information, this apartment vacate notice specifically records the apartment number, rental rate, type of apartment and location, and anticipated date of reassignment after allowing for necessary refurbishing by university maintenance.

ILLUSTRATION NO. 3 – APARTMENT APPLICATION

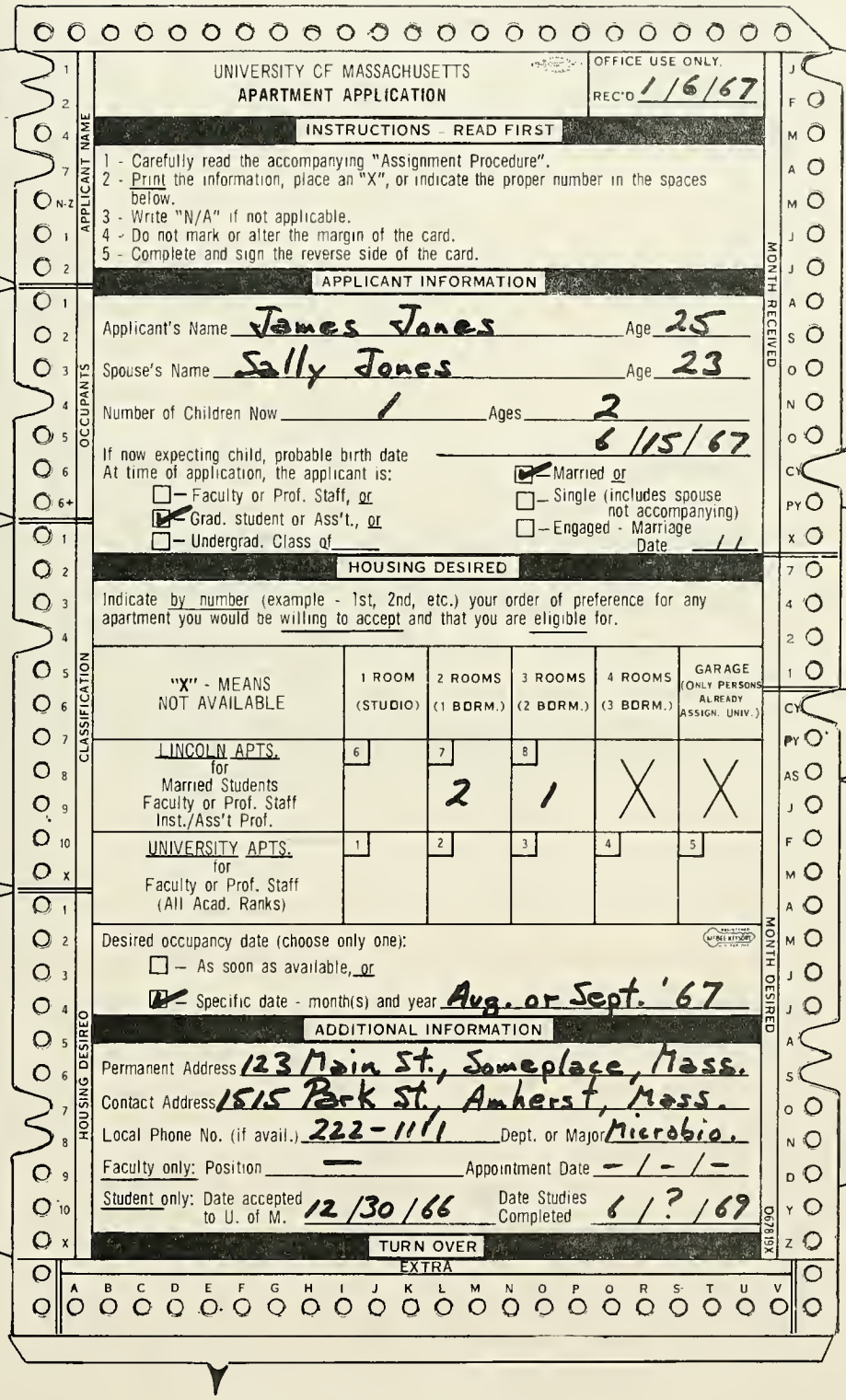


ILLUSTRATION NO. 4 – REVERSE SIDE OF APARTMENT APPLICATION

Comment

Please read and keep your copy of "Assignment Procedures."

I understand that my assignment of an apartment will be determined by the information on this application and that the information contained hereon is true to the best of my knowledge.

Applicant's Signature: James Jones Date Signed: 1/6/67

Office use only – do not write below.

Date	Action or Comments
1/6/67	Informed applicant that based on past experience we "probably" would be able to make offer for 1Br. not 2Br. Will not be sure until May or June.
3/27/67	Inquired about status. Still interested.
6/2/67	Notified us that 2nd child was born. Still interested.
6/17/67	Sent letter to applicant informing "probable" 1Br. assignment end of summer.
7/24/67	Accepted 1Br. assignment at 311 Lincoln. Still wants 2Br. Keep active for later 2Br. assignment.

Date Offered: 7/18/67 Reply Date: 7/26/67 # Apt. Assign. 311

☑ Lincoln

☐ University

f) From the entire active file of apartment applications the apartment assignment is determined by keysorting the entire file in the following order:

1) Applicants who want an apartment at the time the apartment to be vacated is available.

2) Applicants who want this specific type of apartment (number of rooms, size, etc.).

3) Selection of applicants who are eligible to occupy this specific type of apartment as determined by ratio of apartment size to occupant number.

4) Selection of highest eligible group of applicants according to a predetermined hierarchy of priority classification.* If no applicants are found in the highest priority group, proceed to the next group, etc.

Thus from several hundred applications containing a great number of assignment variables, the most eligible applicant for a forthcoming apartment vacancy can be selected in less than one minute.

g) The apartment application and the apartment vacate notice are then stapled together, thus joining the apartment that will be available and the person to whom it will be offered. Appropriate information about the apartment is recorded on an apartment registration form which is then mailed to the applicant along with instructions. The applicant provides the necessary required information, signs the apartment registration, and returns the card to the housing office.

The aforementioned instructions do not dwell upon several other related administrative procedures such as keeping the Rental Listing Cards and Apartment Applications up-to-date, notification to the treasurer's office to start and stop apartment billing,

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*At the University of Massachusetts apartments are presently offered to applicants in the following order: married faculty, single faculty, married graduate students, married undergraduate students. Married couples with children in the proceeding groups receive preference over childless couples.

and coordination with the maintenance department to refurbish apartments.

Advantages of Keysort

In the operations described and in other applications of the Keysort procedure, certain advantages are apparent. Keysort:

1) Provides the right information to the right clients and it assigns the right people to the right apartment, both in a matter of seconds.

2) Requires only a few clerical personnel and permits a small number of staff to assist a larger number of clients.

3) Provides the same function as other more complex data processing equipment, but at a very modest initial cost.

4) Eliminates routine administrative work so that personnel are better able to perform more important tasks, such as advising and counselling.

5) Provides a permanent record of events and subsequent actions.

6) Allows statistical data to be easily obtained and used.

Other Keysort Applications

The Keysort principle has already been adapted to various uses in education. Some areas of adaptation are: classroom and course scheduling, bibliography indexing, student records and property inventory control, as well as admissions, placement and financial aid, and residence hall assignments. In fact, many cumbersome educational management procedures that require the

manipulation of quantities of variable data may find an effective solution by the adaptation of Keysort.

STUDENT PERSONNEL SERVICES

F

University of Massachusetts

Amherst

RESIDENCE HALL PROCEDURES

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From: Housing Office Date: October 27, 1966

To: Residence Hall Personnel

Subject: Maintenance and Emergency Procedures--
University of Massachusetts Residence Halls

This procedure booklet is being provided so that those people responsible for the welfare of the residence halls will have a readily available, precise, alphabetical listing of people and places to contact when problems and emergencies arise.

Specifically, this booklet is to be used by Resident Directors and other residence hall personnel, and those individuals who are "on duty" at the main desk of each residence hall, so that they may have accurate information as to whom to contact, and procedure to follow, when additional assistance is required.

We have attached to the booklet a priority list of personnel to contact within the residence hall when a problem or emergency arises. Please pay careful attention to the order in which these people are to be contacted.

The Housing Office

From: Housing Office Date: October 27, 1966

To: Resident Directors

Subject: Procedure Booklet

You will notice as you read this Procedure Booklet, that as far as the individual on duty at the main desk and/or entrance is concerned, you are the final contact in dealing with problems and emergencies which they cannot and/or should not handle by themselves.

You, therefore, are the one who must decide whether or not a member of the Student Personnel staff should be called.

Your procedure with damaged keys and locks:

A) ALL RESIDENCE HALLS EXCEPT SOUTHWEST RESIDENTIAL COLL.

1. If there is a problem with a key or lock during the day, contact Mr. Holden, 5-2497, or see him personally in the Housing Office, in the basement of Draper Hall.

B) SOUTHWEST RESIDENTIAL COLLEGE

1. If there is a problem with a key or lock during the day, contact Mr. Trotman, 5-1400, or see him personally in his office on the lobby floor of John F. Kennedy Tower.

C. At night, if there is a problem with a lock, anywhere on campus, call the Power Plant (Maintenance), 5-2263. Under no circumstances, however, should you call the Power Plant for a lost, stolen, or damaged key.

Thank you very much for your time and concern.

I. PRIORITY LIST OF PEOPLE TO CONTACT

WHEN A PROBLEM OR EMERGENCY ARISES*

A. WOMEN'S RESIDENCE HALLS

1. Contact First: The counselor on duty (If not available, then contact any counselor).

If, after contacting the counselor on duty, it is determined that more help is needed,

2. Contact Next: The Head of Residence or the Resident Director (If not available, contact the Graduate Assistant).

B. MEN'S RESIDENCE HALLS

1. Contact First: The counselor on duty (If not available, then contact any counselor).

If, after contacting the counselor on duty, it is determined that more help is needed,

2. Contact Next: The Head of Residence or the Resident Director (If not available, contact the Assistant Resident Director or Assistant Head of Residence).

*with the exception of a fire.

II. MAINTENANCE AND EMERGENCY PROCEDURES (LISTED ALPHABETICALLY)

A. ELECTRICAL FAILURES

1. During the day, call Physical Plant, 5-2638.

2. At night, call the Power Plant, 5-2263.

B. ELEVATORS

1. ORCHARD HILL

a) During the day, call General Maintenance, 5-2631 or 5-2632.

b) At night, call the Power Plant, 5-2263.

2. SOUTHWEST

a) During the day, call 253-7256, ask for the Westinghouse Elevator Repairman, and explain all necessary repairs.

b) At night, call the Power Plant, 5-2263, and ask them to call Westinghouse Elevator Service in Springfield. Give a description of all repairs needed.

C. FIRE

1. A fire at any time of the day or night:

a) Sound the interior building fire alarm.

b) Report the fire by calling the University Operator. Give the nature and location of the fire, and your name. Be accurate!

c) Use the fire extinguishers that are provided in the building to extinguish the fire, if possible.

2. If something is wrong with the fire alarm system:

a) Between 8:00 A. M. and 5:00 P. M. call Mr. Edmund Goetzl, Fire and Safety Officer, 5-2123 and General Maintenance, 5-2631.

b) Between 5:00 P. M. and 8:00 A. M. call the Power Plant, 5-2263, and register your call as an emergency.

3. To have a fire extinguisher serviced, call Mr. Goetzl, Fire and Safety Officer, 5-2123.

D. KEYS AND LOCKS

1. ALL RESIDENCE HALLS

a) If there is a problem with a key or lock, during the day or night, contact the Head of Residence or Resident Director.

E. MAINTENANCE

1. EMERGENCY (i.e. - Broken window, leaking pipe, or other emergency repair work needed).

a) During the day, call General Maintenance, 5-2631.

b) At night, call the Power Plant, 5-2263.

2. GENERAL - ALL RESIDENCE HALLS (With the exception of the Southwest Residential College).

a) Pass all General Maintenance request on to Mr. Holden. His office is in the Housing Office, Draper Hall, 5-2497.

3. GENERAL - SOUTHWEST RESIDENTIAL COLLEGE

a) Pass all General Maintenance requests on to Mr. Trotman. His office is on the Lobby Floor of J. F. Kennedy Tower, 5-1400.

F. MECHANICAL EQUIPMENT FAILURE

1. During the day, call General Maintenance, 5-2631.

2. At night, call the Power Plant, 5-2263.

G. POLICE (SECURITY)

1. Day or night, call 5-2121.
2. For matters involving Residence Hall security, Monday through Friday, 9:00 A. M. to 5:00 P. M., call Mr. Lucia, 5-2121.

H. SICKNESS OR ACCIDENT REQUIRING MEDICAL HELP

1. Contact the Head of Residence, Resident Director, or others responsible in their absence. (Graduate Assistant, Area Director, Head Counselor, or Counselor on duty.)
2. Day or night, call 5-2671 (the Infirmary).
3. If emergency transportation is needed, for seriously ill or injured students, call the police (security) 5-2121.

I. TELEPHONE SERVICE

1. Consult the Student Directory or the Greater Northampton Directory. Students with centrex telephone, Dial 9-584-9931 and request repair service.

J. VENDING MACHINES

1. If a vending machine breaks down, during the day (8:00 A. M. to 5:00 P. M.) call the Student Automatic Services, Mr. James West, 5-2128.
2. If a vending machine has been damaged and/or broken into, call Student Automatic Services, 5-2128, from 8:00 A. M. to 5:00 P. M. Between 5:00 P. M. and 8:00 A. M., call the police (security) 5-2121.
3. If a refrigerated vending machine breaks down at night, or if any of the vending machines break down over the weekend, call Mr. James West at home, 253-7298.

III. HOUSING OFFICE PERSONNEL--In particular instances when Housing Officers are needed:

A. FOR ALL RESIDENCE HALLS (WITH THE EXCEPTION OF THE SOUTHWEST RESIDENTIAL COLLEGE)

1. Please call, Mr. Michael West--Assistant Director of Housing, 5-2384, 5-2385. Home Telephone: 549-0275.

B. FOR THE SOUTHWEST RESIDENTIAL COLLEGE

1. Please call, Mr. Thomas Trotman--Assistant Director of Housing for the Southwest Residential College, 5-1400. 5-1401, 5-1402, 5-1403. Home Telephone: 253-9705.

C. If either of the above persons cannot be reached, please call:

1. Mr. John C. Welles--Director of Housing, 5-2384, 5-2385, 5-2497. Home Telephone: 253-2525.

From: Housing Office Date: October 27, 1966

To: All Heads of Residence and Counselors

Subject: New System for Lost Keys

In a few weeks, the Housing Office, and the Treasurer's Office will be meeting with the Dean of Men's and Dean of Women's staffs to discuss a new system for the replacement of lost or stolen keys.

Once decided upon, a full description of the new system will be forwarded to you, and should be placed in this information booklet as Addendum I.

The Housing Office

ANNUAL REPORT

Labor Relations and Research Center

Fiscal Year Ending June 30, 1967

University of Massachusetts

Amherst, Massachusetts

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I

APPROPRIATIONS

Fiscal Year	Total Appropriation
1965-1966	$129,283
1966-1967	$153,508

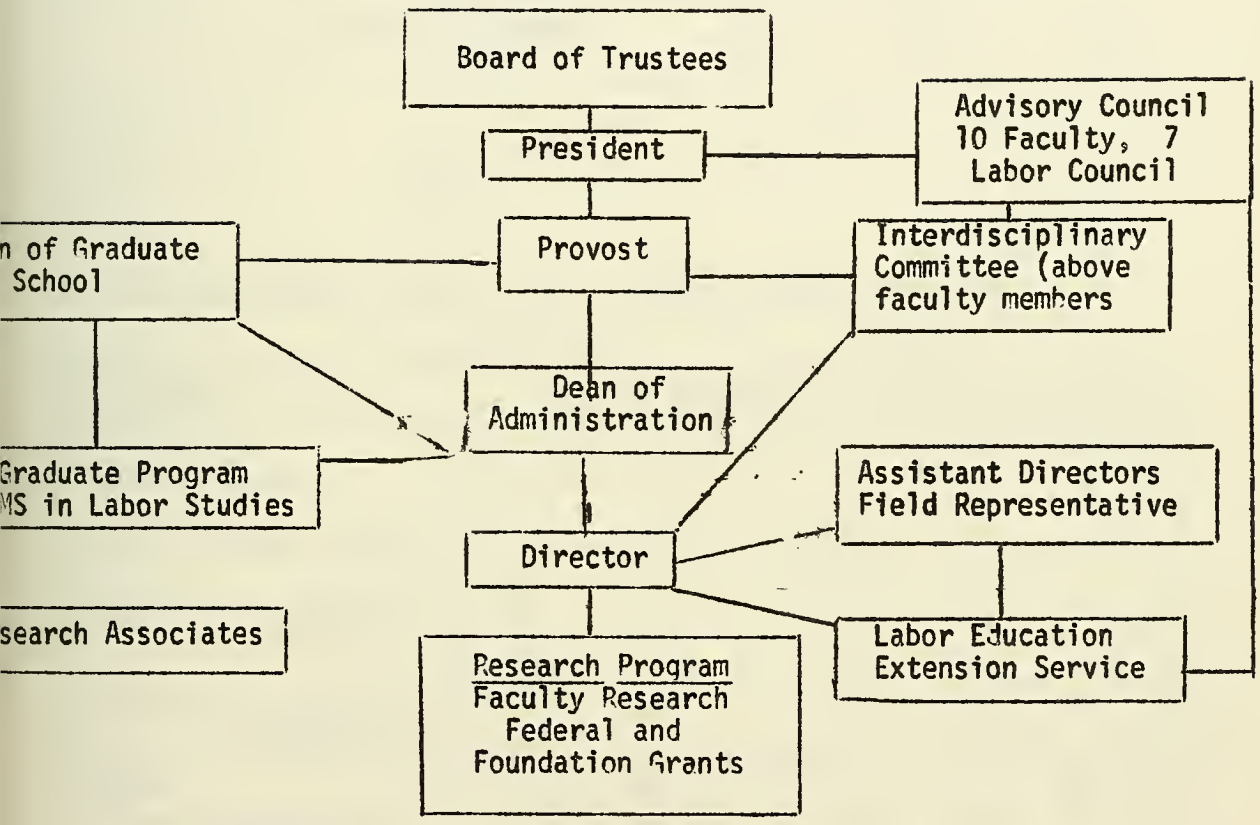
II

PERSONNEL

1965-1966	1966-1967
Director	Director
Asst. Directors (2)	Asst. Directors (2)
	Field Representative
Principal Clerk	Principal Clerk
Junior Clerk-Steno	Senior Clerk-Steno
Senior Clerk-Steno (Boston office)	Senior Clerk-Steno (Boston office)
Librarian (part-time)	Librarians (2) (part-time)
Research Assistant (student, part-time)	Research Assistant (student, part-time)
Clerical Assistant (student, part-time)	Clerical Assistant (student, part-time)

III

ORGANIZATION CHART



IV

STUDENTS AND CLIENTELE

A. Majors (M.S. in Labor Studies Program):

SEMESTER	NO. OF STUDENTS
1st (September 1966)	13
2nd (February, 1967)	16

B. Courses Taught by LRRC Staff: Academic, Graduate Level

COURSE	NO. OF STUDENTS	CREDITS	TOTAL SCH*
LR 710, Seminar	4	3	12
LR 777, Public Sector	29	3	87
Econ 700, Readings in Labor Studies	2	3	6
Econ 742, Labor Theory & Ideology	11	3	33
TOTALS	46	--	138

*Student Contact Hours

C. Labor Education Extension: September, 1966, through June, 1967

Total registered participants = 3502

Total different programs = 54

V.

PROFESSIONAL ACTIVITY

Publications

Ben B. Seligman, Director

Book:

MOST NOTORIOUS VICTORY: Man in An Age of Automation. Free Press: New York, 1966, 441 pages.

Contributing Author:

"The Social Cost of Cybernation", in The Evolving Society, edited by Alice Mary Hilton. ICR Press: New York, 1966, pp. 159-166.

"Creating More Jobs for Youth: An Anti-Utopian View," in Manpower Policies for Youth, edited by E. E. Cohen and L. Kapp. New York: Columbia University Press, 1966, pp. 114-125.

Articles:

"The Dwindling Great Society", Congress Biweekly, June 20, 1966, pp. 9-11.

"Reply to H. A. Simon [on Automation]", Dissent, July-August, 1966, pp. 429-432.

Contribution to a Symposium on the Negro Problem, Midstream, Vol. XII, No. 10, Dec. 1966, pp. 73-75.

"On the Question of Operationalism" (Review Article), The American Economic Review, Vol. LVII, No. 1, March, 1967, pp. 146-161.

Reviews:

The Age of Keynes, by Robert Lekachman; The Limits of American Capitalism, by Robert L. Heilbroner; and The Myths of Automation, by Charles Silberman, in Dissent, January-February, 1967, pp. 99-103.

The Labor Revolution, by Gus Tyler, Midstream, April, 1967, p. 76 ff.

Publications (continued)

Reviews (cont'd): A Reappraisal of Marxian Economics, by M. Wolfson; Marx's Economic Predictions, by F. M. Gottheil, in Problems of Communism (USIA), May-June, 1967, p. 58 ff.

The Academic Mind and Reform, by Benj. Rader, Labor History, Spring, 1967, p. 109 ff.

Papers: "Technology and Society", Trinity College Conference, April, 1967.

"The Computer and Management Control," Institute of Management Science (prepared in advance for Mexico City Conference for August 1967).

"Technology and Its Implications", International Industrial Relations Association Congress (prepared in advance for Geneva Conference for Sept. 1967).

Articles Reprinted: "The Challenge of Automation" in B. E. Brown and J. D. Walke, editors, The American Political System. Homewood, Illinois: Dorsey Press, 1967, Reprinted from Dissent, Vol. XII, No. 1, Winter, 1965.

Research Note: "University of Massachusetts Labor Relations and Research Center," in Industrial and Labor Relations Review, April, 1967, pp. 533-535.

Harvey L. Friedman, Assistant Director

Articles: "The Part-time Woman Worker and the Unions", U. S. Dept. of Labor, Nov. 1966.

"Labor Outlook for 1967", Daily Hampshire Gazette, January 19, 1967.

"Teacher Collective Bargaining in Massachusetts--The First Round", Trend, Vol. III, No. 3 (May 1967).

B. Contract Research Grants Sponsored by LRRC:

1. Trade Unions and The Youthful Offender

Training Project funded by Department of Health, Education and Welfare.
$ 78,024:one year — Prin. Investigator, Robert E. Stanfield, Dept. of Sociology

2. Trade Unions and Poverty in New England

Training Project funded by Office of Economic Opportunity.
$287,766:one year — Prin. Investigator, Ben B. Seligman, Dir. LRRC

3. Trade Unions and The Youthful Offender--Continuation

Continuation of #1, above.
$ 43,931:seven months — Prin. Investigator, Robert E. Stanfield, Dept. of Sociology

4. Study of Transfer Payment Sector

Application to Ford Foundation.
$364,350:three years — Prin. Investigator, Ward Theilman, School of Bus. Admin.

5. Cost-Benefit Analysis of AFDC in Massachusetts

Application to Department of Health, Education and Welfare.
$163,378:one year — Prin. Investigator, Gordon K. C. Chen, School of Bus. Admin.

C. Faculty Research Funded by LRRC:

Prof. Pao L. Cheng, School of Bus. Admin. (final yr. of three-yr. grant): "Study of Bargaining Behavior"	$ 1,300.00
Profs. Robert Doherty and Milton Cantor, History Dept. "Industrial Growth and Human Behavior in Mass. Factory Towns"	$ 3,690.00
Prof. Hilda Golden, Department of Sociology "Sources of Social and Economic Statistics in Mass."	$ 3,000.00
Prof. Stanley Young, School of Bus. Admin. "The Employeeistic Economy"	$ 3,485.00
Profs. Curt Tausky and Eugene Piedmont, Soc. Dept. "The Meaning of Work"	$ 3,375.00

D. University Committees

Ben B. Seligman, Director:

Urban Studies Committee
University Long-Range Planning Committee
Commission on University Publications
Economics Dept. Ph.D. Committee
Economics Dept. Recruiting Committee
(Labor Studies only)

Harvey L. Friedman, Assistant Director:

Faculty Committee on Faculty Affairs
University Based Research-Training Institute
(Environmental Health)
Task Force on Continuing Education, Mass. Bd.
of Higher Education

E. Professional Activities: Paper (P); Speaker (S); Attended (A)

Professor Seligman:

Sept. 26-27, 1966	Eastern Regional ULEA, Ithaca, N.Y. (A)
Oct. 7- 9, 1966	UDA Conference, Warrenton, Va. (S)
Oct. 13, 1966	School of Education (S)
Oct. 18-19, 1966	State Univ. of N. Y.-Glens Falls, N.Y. (S)
Oct. 25, 1966	Methodists Social Action Commission, N.Y., N.Y. (S)
Nov. 14, 1966	LRRC Arbitration Conference (S)
Nov. 17, 1966	Amherst College, Econ. Class (S)
Nov. 29, 1966	Conference on Youthful Offenders, Boston (S)
Dec. 14, 1966	Greater Boston Labor Council (S)
Dec. 26-30, 1966	IRRA-AEA-AFEE (A)
Jan. 5, 1967	School of Education (S)
Jan. 16, 1967	AAUW, Amherst (S)
Jan. 23, 1967	Municipal Coll. Barg. Conference (A)
Feb. 9, 1967	Leonard Club, Northampton (S)

Professional Activities (continued)

Professor Seligman (cont'd):

Feb. 14, 1967	School of Engineering Class (S)
Feb. 21, 1967	Agric. Econ. Dept. (S)
Mar. 31-April 2, 1967	ADA Conference (A)
April 7, 1967	Task Force on Vocational Ed., Cambridge (S)
April 15, 1967	State Labor Council Testimonial (A)
April 22, 1967	Trinity College, Hartford (P)
April 27-29, 1967	ULEA, Chicago (S)
May 2- 4, 1967	National Council of Churches of Christ, Chicago (S)
May 5- 6, 1967	IRRA, Detroit (A)
May 26, 1967	Cornell ILR Conference (S)
June 3, 1967	Hugh Thompson Testimonial (A)

Professor Friedman:

July 25-29, 1966	NDEA History Teachers Institute, Amherst (S)
Aug. 11, 1966	Commonwealth Service Corps Community Action Coordinators Training Group, Amherst (S)
Sept. 26-27, 1966	Eastern Regional ULEA Meetings, Cornell (A)
Oct. 5- 6, 1966	Mass. State Labor Council, AFL-CIO, COPE Conference, Boston (A)
Oct. 21, 1966	Springfield AFT Local Annual Conference (S)
Nov. 1, 1966	Association of Environmental Engineers and Scientists, Boston (S)
Nov. 5, 1966	Hartford County School Superintendents Conference, Simsbury, Conn. (S)
Nov. 12, 1966	Legislator's Day, Amherst (A)

Professional Activities (continued)

Professor Friedman (cont'd):

Nov.	29, 1966	AFL-CIO Conference on Juvenile Delinquency, Boston (A)
Dec.	6, 1966	Western Mass. Joint Economic Education Council, Westfield (S)
Dec.	13, 1966	University Pre-Law Association, Amherst (S)
Dec.	15-16, 1966	University of Maine Labor Center Opening Conference, Orono, Me. (S)
Dec.	26-30, 1966	IRRA Annual Meeting, San Francisco (A)
Jan.	9-11, 1967	Workers Education Local 189, Winder Meeting, Washington, D.C. (S)
Jan.	21, 1967	Pioneer Valley AFL-CIO Council Conference, Springfield (A)
Jan.	25, 1967	Worcester County Consumers Conference (S)
Feb.	4, 1967	Winter Legislators Day, Amherst (A)
Feb.	16, 1967	Franklin County AAUW, Greenfield (S)
Mar.	8, 1967	Mass.-Conn. School Business Officials Conference, Westfield (S)
Mar.	15, 1967	NLRB 30th Anniversary Celebration, Boston (A)
Mar.	29, 1967	Essex County Conference, AFT, Wakefield (S)
April	24, 1967	Labor Law and Legislation Class, Amherst (S)
April	26-28, 1967	Annual ULEA Meetings, Chicago (A)
May	4, 1967	University Consumers Day, Amherst(S)
May	4- 6, 1967	Annual IRRA Meetings, Detroit (A)
May	8, 1967	Springfield Elementary Principals Association Meeting, Springfield (S)
May	11-16, 1967	Migratory Workers Coordinators Training Program, Amherst (S)

Professional Activities (continued)

Professor Friedman (cont'd):

May	25, 1967	Springfield AFT 30th Anniversary, Westfield (A)
May	31, 1967	Tri-County Highway Superintendents Meeting, Northampton (S)
June	14, 1967	Massachusetts Highway Conference, Amherst (S)

Mr. Cass:

July	5, 1966	Meeting with U. S. Dept. of Labor and visiting team of Turkish Trade Unionists (A)
Aug.	31, 1966	New England AFL-CIO Councils Institute (P)
Sept.	26-27, 1966	Eastern Regional ULEA Meeting, Cornell (A)
Oct.	4- 6, 1966	Mass. AFL-CIO Convention (A)
Oct.	21, 1966	Springfield AFT (S)
Oct.	26, 1966	Commonwealth Service Corps Anti-Poverty Advisory Council, Comm. of Mass. (A)
Oct.	30, 1966	OEO Migratory Workers Project Meeting (A)
Nov.	12, 1966	Fall Legislators Day (A)
Nov.	16, 1966	Boston School Dept., Office of Program Development Advisory Council (A)
Nov.	18, 1966	AFSCME #648 (S)
Nov.	29, 1966	"Youthful Offender" Conference (A)
Dec.	8- 9, 1966	United Steelworkers of America, Ed. Dept., Pittsburgh (A)
Dec.	10, 1966	Utility Workers Regional Conference (S)
Dec.	10, 1966	Convocation, University of Mass./Boston (A)

Professional Activities (continued)

Mr. Cass (cont'd):

Jan.	6,	1967	Boston School Dept., Office of Program Development Advisory Council (A)
Jan.	18,	1967	Catholic Labor Guild, Advisory Council (A)
Jan.	25,	1967	Directly Affiliated Local Union #21994 (S)
Feb.	6,	1967	Seminar, Mass. Legislative Internship Program, U. Mass./Boston (S)
Feb.	10,	1967	Boston School Dept., Office of Program Development Advisory Council (A)
Feb.	15,	1967	Commonwealth Service Corps, Advisory Council (A)
Feb.	17,	1967	Mass. Rehabilitation Commission (A)
Mar.	3,	1967	Boston Public Schools, Office of Program Development Advisory Council (A)
Mar.	15,	1967	NLRB Anniversary (A)
April	5,	1967	Industrial Union Convention, Boston (S)
April	27-28,	1967	ULEA Annual Meeting, Chicago (A)
May	12,	1967	Southeastern Mass. U.W.U.A. (S)
May	25,	1967	Commonwealth Service Corps, Advisory Council (A)
June	7,	1967	John Hancock Life Insurance Company, Boston (P)
June	15,	1967	World Peace Foundation, Boston (P)
June	19,	1967	Mass. State Labor Council, Boston (P)
June	24,	1967	Mass. Council, RWDSU, Leominster (S)
June	30,	1967	Mass. Rehabilitation Commission, Advisory Council (A)

Professional Activities (continued)

Mr. Lanzilli:

Mr. Lanzilli jointed the Center staff on February 26, 1967, and devoted most of his time during the first 4 months to orientation at Amherst and Boston.

Mar.	6,	1967	United Labor Council of Greater Fall River (S)
Mar.	8,	1967	Conference of Mass. School Business Official Administrators (A)
April	26-28,	1967	Annual ULEA Meeting, Chicago (A)
May	4,	1967	U. of M. Consumer Day Conference (A)
May	4- 6,	1967	Annual IRRA Meeting, Detroit (A)
May	31,	1967	Tri-County Highway Superintendents Conference, Northampton (A)

F. Other Professional Activities

Professor Seligman:

Secretary-Treasurer, Association for Evolutionary Economics

Trustee, Western Mass. Economic Education Council

Radio and Television: WFCR, Sept. 28, Nov. 23, Dec. 8, Dec. 12, 1966, April 5, 1967 (noted in report of National Association of Educational Broadcasters, April, 1967)

WHYN Interview: April 19, 1967.

Research Consultant: Office of Juv. Delinquency, H.E.W. Project

Professor Friedman:

University Activities:

Meeting with National Educational Writers, Oct. 8, 1966 (P)
Honors Colloquium, First Semester 1966-67, "Concepts of Power" (with Prof. Harry Allen)
Coordinator, Sen. Edward M. Kennedy and Sec'y of the Interior Udall Conference on Water Pollution, Sept. 6, 1966.

Research Grant Consultant:

Office of Juvenile Delinquency, Dept. of H. E. W. Project;
OEO-New England Trade Union Training Program

Other Professional Activities (continued):

Professor Friedman: (cont'd)

National Secretary-Treasurer, University Labor Education Association

Director, Massachusetts Consumers Association

Member, Committee on Social Action, Mass. Conference on Social Welfare

Member, Committee on Labor-Management Relations, Boston Bar Association

National Vice President, Workers Education Local 189, American Federation of Teachers

Member, Consumer Affairs Sub-Committee, Democratic Advisory Council

Mr. Cass:

Vice Chairman, Secretary of the Commonwealth's Blue Ribbon Panel on Campaign Expenditures

Special Adviser to Secretary of State Relative to Voting Procedures with the Commonwealth of Massachusetts

Member, Executive Board, Massachusetts Council for Public Schools

Member, Advisory Council, Anti-Poverty Program, Commonwealth Service Corps

Member, Executive Board of the Alexander Hamilton Home and School Association, Boston

Member, Advisory Council of the Catholic Labor Guild

Member, Advisory Council of the Boston Public Schools Office of Program Development

Chairman, Sub-Committee on Elementary Schools

Member, Massachusetts Rehabilitation Commission Advisory Committee in the Planning of Workshops and Rehabilitation Facilities Project

Research Grant Consultant:

Office of Juvenile Delinquency, Dept. of H. E. W. Project;
OEO-New England Trade Union Training Project

Other Professional Activities (continued)

Mr. Lanzilli:

Exec. Chairman, Town Democratic Committee, Easton, Mass.

Co-Treasurer, Cancer Drive, Easton, Mass.

United Fund Labor Liaison Committee, Fall River, Mass.

Vice President, Mass. Union Label and Service Trades Council

i. Awards, Grants, etc.

Professor Seligman: John Simon Guggenheim Memorial Foundation Fellow, July, 1967-June 1968.

l. LRRC Colloquia

Harvey Swados, social critic and writer	Dec. 8, 1966
Lawrence Rogin, labor educator	March 22, 1967
J. B. S. Hardman, labor leader	April 5, 1967

ACCOMPLISHMENTS

The Labor Relations and Research Center has been developed further during the 1966-67 fiscal year. It will be recalled that during the first year the labor education service reached 2,333 participants; during 1966-67 3502 participants were involved in these activities. This was due not only to more intensive field operations by staff, but was facilitated by the addition of a Field Representative (Staff Assistant) during the course of the year. It is hoped that with the coming of the new Campus Center much of this activity will be enhanced; lack of adequate campus facilities has operated as a constraint on the program.

With the first two graduates of the Master of Science program receiving their degrees in September, 1966, and with the admission of a new class in that month, the total number of students in the program reached thirteen (one of whom is a special student). In February 3 additional students were admitted; three students received their M.S. degrees in June, 1967. The number of students in the Labor Relations and Research Center program is now 13. Currently there have been 42 inquiries from all sections of the country, indicating an increasing response to the Labor Relations and Research Center mailing, which goes each year to all Universities and colleges in the nation. Application for admission in September 1967 approximated 17 of which 9 were admitted. If all do register the graduate program will reach 22.

Continued investment of staff time is made in developing contract research. The grant received last year from the Department of Health, Education, and Welfare for a training project in the area of juvenile delinquency represented a notable beginning for Labor Relations and Research Center. Funded at $78,024 this grant enabled employment of an ad hoc staff under Professor Robert Stanfield; this project has been so well received that Health, Education and Welfare has indicated that it will provide a six month extension at $43,931. Labor Relations and Research Center has also been granted $287,766 by the Office of Economic Opportunity to conduct a New England wide training project in the area of poverty. This will involve cooperative relationships with the Labor movements of all six New England states and will also function through an ad hoc staff, which is currently being recruited. The staff of the Labor Relations and Research Center is also developing a proposal for the Administration on Aging for a preretirement educational program in the state. It is expected that we will request about $40,000 for this project. In connection with this proposal, staff is working closely with other units in the University in moving toward the development and coordination of research and training in the area of gerontology. Labor Relations and Research Center has also been asked to work with other university units in developing approaches to urban problems.

Efforts are continuing to obtain research grants: working with faculty members in the School of Business Administration, proposals are being developed in the area of cost-benefit analysis of welfare programs (with Professors Stanley Young and Gordon Chen for the Welfare Administration) and for a study of the economy's transfer payment sector (with Professor Ward Theilman for the Ford Foundation).

Faculty research grants were made for 1966-67 to a number of faculty, as indicated above. All of these projects are moving forward and it is expected that publishable materials will be forthcoming from them. In addition, the Center, in cooperation with the History Department, has developed an Oral History project to be initiated in September 1967 which will be concerned with Labor History in Massachusetts. The History Department has employed a young historian Miss Julia Blodgett, with appropriate skills, on a half-time basis, while the Center will support this historian half-time for the Oral History project.

Changes in curriculum for the M.S. in Labor Studies degree have been approved by the Interdisciplinary Committee and are currently being processed. These changes envisage (1) increase in the number of credits required from 36 to 42; (2) introduction of a required course in Manpower Development (3) reduction to one optional course in the core curriculum (4) six credits to be added for a Research Practicum. The latter envisages that students will work with the Labor Relations and Research Center's newly appointed Staff Researcher, Mr. Milton Brooke under the supervision of the Director.

All students were placed in summer internships and they have all participated in the labor education program as part of their field work. The latter has been broadened to include assignments to local unions (as approved by the Interdisciplinary Committee).

With the employment of two skilled librarians on a part time basis, much progress has been made in organizing the Labor Relations ndd Research library housed in Draper Hall. While problems still remain in processing certain materials, notably serial items, it is hoped that these matters will be resolved with the cooperation of the University Library staff.

The number of research associates has been increased to three: in addition to Professor Stanley Young, the Center has appointed Professor Curt Tausky (Sociology) and Professor Solomon Barkin (Economics). Professor Barkin, a noted manpower specialist will join the economics faculty in February 1968. As previously indicated, the research associates will consult with the Labor Relations and Research Center and undertake research on behalf of the Center.

LABOR EDUCATION
EXTENSION PROGRAMS

July 1, 1966 - June 30, 1967

R.C.I.A. SUMMER INSTITUTE, University of Mass., Amherst, July 11-15, 1966. Attendance 150.

SOUTHEASTERN NEW ENGLAND I.L.G.W.U., One-day conference, July 29,30, and 31 Attendance 250.

I.D.E.A. HISTORY INSTITUTE, Lecture and Series of Seminars on Teaching Labor History in Secondary Schools, July 25-29, 1966. Attendance 250.

COMMUNITY ACTION TECHNICIANS, One-Day Conference, Univ. of Mass., Amherst August 11, 1966. Attendance 6.

.F.S.C.M.E. Summer Institute (primary and secondary), Univ. of Mass., Amherst August 15-19, 1966. Attendance 20.

.U.E. District Council Meeting , 3 day conference, Univ. of Mass., Amherst August 18-20, 1966 Attendance 100.

ASSACHUSETTS STATE ASSOCIATION OF LETTER CARRIERS, an all day conference on he "Art of Contract Negotiations" held at U.Mass/Boston, October 9, 1966. Attendance 146.

OILERMAKERS 6-week course on "Steward's Role in Grievance Procedures", at U.Mass/Boston, from October 11, 1966 to November 28, 1966. Attendance 14.

.L.G.W.U. Course on Consumer Counseling, "I.L.G.W.U. and Its Program", Boston, October 25, 1966 Atten ance 34.

I.P.P. FITCHBURG DISTRICT COUNCIL, two courses running concurrently on "Grievance Procedure" at Fitchburg State College, from October 26, 1966 to be followed by a course on "Consumer Counseling". Attendance 41.

.U.E. #262, 8-week course on "Officers Training" at Mt. Wachusett College from October 27 to December 8, 1966. Attendance 15.

.F.T. (Essex County), one day conference on "The Law of Collective Bargaining", held in Lynn, on October 29, 1966. Attendance 25.

ABORERS #596 5-week course on "Steward's Training and New Departures" held at niv. of Mass/Amherst from October 31 to November 28, 1966. Attendance 34.

Extension Programs

A.F.S.C.M.E. (Plymouth County), a series of county-wide three-evening classes, (New Bedford, Scituate, Somerset, Taunton, Newton, Middleboro, Fall River, and Silver Lake Regional District locals). Held at Bridgewater State College, from November 2, through November 16, 1966. Attendance 36.

JOINT ARBITRATION CONFERENCE, One-day conference at the Univ. of Mass., Amherst, on November 14, 1966. Attendance 282.

I.U.E. Local #201, a 6-week course on "Steward's Training and the New Contract", at Union Hall in Lynn from November 15 to December 13, 1966. Attendance 30.

A.F.S.C.M.E. (Essex County) course on"Techniques of Collective Bargaining" (Lynn, Danvers, and Beverly locals), held at Salem State College, November 30 through December 14, 1966. Attendance 11.

STEELWORKERS #2431, #3932, #3746, 7-week course on "Contract Administration" held at Everett High School from December 5 to January 31, 1967. Attendance 19.

A.F.S.C.M.E. (Middlesex County) course on "Techniques of Collective Bargaining" (Arlington and Belmont county locals), held at Newton Jr. College, January and February, 1967. Attendance 10.

I.U.E. #201, 5-week course on "Steward's Training and the New Contract" for 2nd and 3rd shifts at Union Hall in Lynn from January 10 to February 7, 1967. Attendance 20.

MUNICIPAL COLLECTIVE BARGAINING CONFERENCE, a one-day conference, held at the Univ. of Mass., Amherst. Attendance 292.

R.W.D.S.U. 6-week course on "Work Measurement" at Attleboro High School from February 16 to April 6, 1967. Attendance 22.

I.U.E. #257, 6-week course on "Enforcement of the Contract" held at Salem State Teachers College, from February 8 to March 22, 1967. Attendance 25.

A.F.S.C.M.E. SUMMUP Mental Health Hospitals, 3-morning classes with representatives of 18 Mental Health Hospitals on "Techniques of Collective Bargaining", from February to April, 1967. Attendance 60.

A.F.T. 6 classes on "Techniques of Collective Bargaining and the Duties of the Building Representatives" (Chelsea, Lawrence, Everett, Lynn and Salem locals), held at Lynn Union Office, on February and March, 1967. Attendance 18.

I.U.E. #252, 8-week course on "Steward's Role in a New Union" held at Fitchburg State College from February 13, to April 3, 1967. Attendance 13.

EXTENSION PROGRAMS

I.U.E. #286 8-week course on "Steward's Training and Workmen's Compensation" at Fitchburg State College from February 13 to April 3, 1967. Attendance 27.

T.W.U.A.(New Bedford) One-day conference at the Southeastern Mass. Technological Institute on "Grievances" "COPE-Legislative" and "The '66 '67 and '68 Elections" February 18, 1967. Attendance 50.

PRINTING PRESSMEN'S SPECIALTY UNION, One-day conference at the Sheraton Hotel, Boston, on "Labor History", "Negotiation", "Officers' Training", and the "Development of New Leadership", February 26, 1967 Attendance 30.

A.F.S.C.M.E. (Worcester county) course on "Techniques of Collective Bargaining, held at Framingham State College. (Shrewsbury, Milford, Blackstone, Whitinsville locals) March, 1967. Attendance 9.

A.F.G.E. Two-Day Conference First District Leadership Training Institute held in Quincy on March 17 and 18, 1967. Attendance 70.

FURNITURE WORKERS #154. 6-week course on "The Contract and Its Meaning" at Mt. Wachusett Community College in Gardner, from April 4 through May 9, 1967. Attendance 19.

I.U.E. Local #220 8-week course on "Time Standards and Incentive Wage Systems", held in Springfield on April 17, through June 5, 1967. Attendance 15.

MASSACHUSETTS NURSES ASSOCIATION One-Day Conference on "Grievance Procedure for Mass. Mental Health Hospital Registered Nurses" held at U.Mass/Boston, on April 22, 1967. Attendance 10.

R.W.D.S.U. Leominster Joint Board Classes from April 24, through June 12, 1967. Attendance 22.

A.F.S.C.M.E. (Hampden County) course on "Techniques of Collective Bargaining" held at Westfield State College. May 2, 1967. Attendance 10.

I.B.E.W. #1505, 4 separate courses on "The Steward's Role in the Contract" held in Waltham, from 3/28-29 through May 2-3, 1967. Attendance 105.

I.U.E. Local #288, 8-week course on Stewards Training, held at Indian Orchard, May 2 to June 20. Attendance 35.

CONSUMER DAY, One-Day Conference, on U. Mass campus, Amherst in conjunction with School of Home Economics, May 4, 1967. Attendance 300.

EXTENSION PROGRAMS
(page four)

UNITED FURNITURE WORKERS New England Area Weekend Institute held in Boston, May 6 and 7, 1967. Attendance 40.

FURNITURE WORKERS DISTRICT #1, Two-day conference at the Bradford Hotel on "History of Labor Movement", "Furniture History", "Grievance Procedure", "Arbitration", and "Parliamentary Procedure", May 6 and 7, 1967. Attendance 35.

UNITED FURNITURE WORKERS #154. 7-week course from April 4 through May 16, 1967. Attendance 22.

COMMONWEALTH SERVICE CORPS, Two-day conference for Migratory Labor Coordinators, on the "Organizing of Migratory Workers", in Amherst on May 15-16, 1967. Attendance 5.

SOCIAL STUDIES TEACHERS (Lynn, Swampscott, Lynnfield) course on "How to Teach Labor History in the Public Schools", held in Lynn, May 17, 1967. Attendance 22.

SOUTHEASTERN NEW ENGLAND I.L.G.W.U. Spring Institute Weekend Conference on "Viet Nam", and "Public Welfare Programs", held in North Falmouth, on May 19-20-21,1967. Attendance 225.

SPECIALTY UNION OF THE PRINTING PRESSMEN - Two-day conference on "Role of the Shop Steward", held at Sheraton Boston, on May 19-20, 1967. Attendance 100.

I.U.E. #206 8-week course on "Job Incentive and Job Evaluation", held in Springfield, through May 23, 1967. Attendance 17.

MASS. LICENSED PRACTICAL NURSES - Two-day conference on "Collective Bargaining for Licensed Practical Nurses, held in Boston, May 22 and 23, 1967. Attendance 50.

A.F.T. Five-evening series on "The Law of Collective Bargaining" held in Springfield on May 25, 1967. Attendance 18.

I.B.E.W., U.W.U.A., AND B.U.W. All-Day conference on "The Future of Power in New England at Sheraton, Boston, on May 26, 1967. Attendance 116.

A.F.T.E. Three-day Eastern Regional Conference on "Union Administration and Organization" held at U.Mass., Amherst on June 9-10-11, 1967. Attendance 65.

WESTERN MASSACHUSETTS BUILDING TRADES LOCAL - One-day conference on "prefabriaation and New Trends in Building Trades" and "Workmens Compensation" held June 24, 1967. Attendance 22.

I.L.G.W.U. Course on Consumer Counselling, second of two October 25 and May, 1967. Attendance 44.

VIII. FUTURE PLANS AND NEEDS

The Labor Relations and Research Center has continued to develop its program along the lines specified in the "founding memoranda" of May 1964 and February 1965. Adequate development of this program requires requisite staffing within the Center. Part of this requirement is being met with the recent addition of a Field Representative for the Labor Education Extension Service. The Center Staff is currently weighing the feasibility of locating the Staff Representative in Worcester in order to enhance the functioning of this aspect of the program.

The Center staff is delighted to note the successful effort of the Economics Department in recruiting faculty to teach in the area of Labor Studies. This is a noteworthy achievement and will lay the groundwork for implementation of an undergraduate concentration in labor studies, as noted in last year's annual report.

The Director of the Center will be on leave forthe periods July 1, 1967 - January 31, 1967 and July 1, 1968 - September 1, 1968. This is occasioned by the award of a John Simon Guggenheim Memorial Foundation Fellowship, one of four granted this year to University faculty. During his absence Professor Harvey L. Friedman will handle all administrative matters and all substantive matters relating to the academic program and research. He will consult, as in the normal case, with staff on extension services.

While this may occasion some internal administrative problems, it is believed that this arrangement should enable the Center's operations to move forward with despatch. Professor Friedman has been involved in the academic and research phases and is familiar with the necessary requirements. In any case, since the Director will be working out of Amherst during the period of leave, he will be available for consultation.

It may also be emphasized that the staff of the Center expects to maintain the rapidity of its expansion in the Labor Education Service. We do not feel in any way that there has been any diminution in the high quality of services rendered by virtue of having provided programs for several thousand members of the Labor Movement. The only constraint on reaching a maximum number of labor people stems from the number of Center staff assigned to this area. The growth itself indicates the existence of an unmet need in the Commonwealth. It is the hope of the Center that it will be able to meet this need.

Projecting these views, we can visualize the need for an additional field Representative in the near future. Concurrently with this expansion there will be need for additional office personnel. Considering the broad scope of the program,encompassing academic work, research activities, extension, and related professional activities, all of which the Center seeks to operate in an integrated manner, the work load grows exponentially while staff expansion is substantially

less than arithmetic. The consequence is a series of ad hoc crises involving efforts to obtain temporary help, delay in projects, and a continued revision of deadlines. At times, some of these problems are occasioned by the inefficiency of vendors, which can be corrected by shifting to alternative sources. However, where problems arise internally, it is clear that the "back-up" services essential to proper functioning must be provided. We visualize that all of these matters will be exacerbated without additional office staff and especially since the Extension Service will undoubtedly continue to expand.

Toward this end, we visualize the need for expansion and restructuring of the staff. Additional field staff and the "pains of growth" form the framework for the latter process. The Labor Center anticipates staffing requirements as indicated below:

FISCAL 1968

Director
Assistant Director (Amherst)
Assistant Director (Boston)
Field Rep. (Staff Asst.--Worcester)

Research Staff Assistant

Principal Clerk
Senior Clerk-Steno
Senior Clerk-Steno (Boston)
Senior Clerk-Steno (Worc.)
Junior Clerk-Steno
Librarian (Grade 6)
Oral History Researcher
Oral History Transcriber

FISCAL 1969

Director
Assistant Director (Amherst)
Assistant Director (Boston)
Field Rep. (Staff Asst.--Worcester)
Field Rep. (NEW)
Research Staff Assistant
Head Clerk
Principal Clerk
Senior Clerk-Steno
Senior Clerk-Steno (Boston)
Senior Clerk-Steno (Worc.)
Junior Clerk-Steno
Librarian (Grade 6)
Oral History Researcher
Oral History Transcriber

E R R A T U M

Annual Report, Labor Relations and Research Center, Fiscal Year 1966-1967:

Page 3, Section IV

B. Courses Taught by LRRC Staff: Academic, Graduate Level

COURSES	NO. OF STUDENTS	CREDITS	TOTAL SCH*
LR 710, Seminar - Prof. Seligman	4	3	12
LR 764, Gov't of Unions- Prof. Friedman	11	3	33
LR 777, Public Sector - Prof. Friedman	29	3	87
Econ 700, Readings in Labor Studies- Prof. Seligman	2	3	6
Econ 742, Labor Theory & Ideology- Prof. Seligman	11	3	33
TOTALS	57	--	171

*Student Contact Hours

Department of Public Health

ANNUAL REPORT

July 1, 1966 - June 30, 1967

University of Massachusetts

Amherst, Mass.

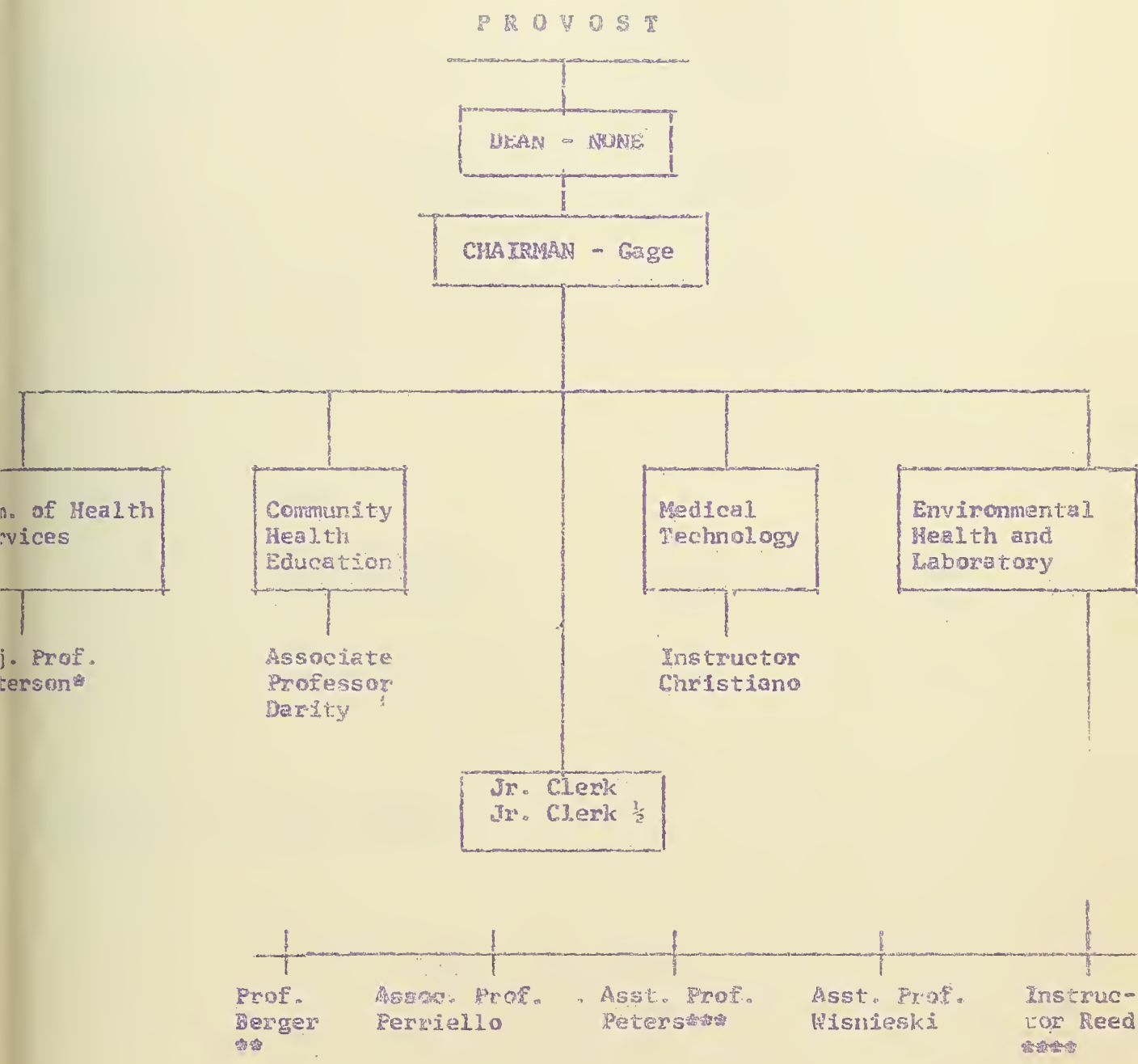
I. Appropriation

	1964-65 (Appropriations)	1965-66 (Appropriations)	1966-67 (Appropriations)
03	$2,400.00	$5,250.00	$8,300.00
06	-	-	-
10	850.00	950.00	1,150.00
11	-	-	-
12	200.00	200.00	200.00
13	1,600.00	4,000.00	5,100.00
14	250.00	400.00	400.00
14.1	300.00	300.00	400.00
15	6,200.00	2,000.00	1,000.00
15.1	-	-	500.00

II. Personnel

	1964-65	1965-66	1966-67
Chairman, part-time	1	1	1
Professor, part-time (Director of Water Resources Research Center)	-	1	1
Associate Professor	1	2	2
Assistant Professor	1	1	1
Assistant Professor, part-time (Director of Env. Health & Safety)	1	1	1
Instructor	1	1	1
Instructor, part-time (Staff assistant, Health & Safety)	-	-	1
Adjunct Professor	1	1	1
Secretary (Jr.-Clerk Typist)	1	*1-½	1
(Jr.-Clerk Steno.)	½	-	½

*plus considerable extra time on hourly basis.



Director, Western Regional Office, Massachusetts Dept. of Public Health, Serves as Adjunct Professor.

Director, Water Resources Research Center, Academic Appointment, Professor of Public Health.

* Director, Environmental Health and Safety.

** Staff Assistant, Environmental Health and Safety.

IV. Students

		1964-65	1965-66	1966-67
(a) Majors:	1. Med. Tech.	70*	70**	100
	2. Pub. Hlth.	36*	26**	22
	3. Pub. Hlth. (Grad.)	14	15	15
(b) Students taught:				
	1. Univ. of Mass.			
	1st. sem.	219	283	321
	2nd. sem.	311	336	186
	2. Stockbridge	86	64	73

*On basis of records, 4/30/65.
**On basis of records, 4/5/66.

BERGER, BERNARD B., Professor

Publications

"Pollution", 1967. Encyclopedia Americana Annual, pp.551-553.

"Research Needs in Water Quality Control". Proceedings, Municipal Watershed Management Symposium, University of Mass. pp. 61-65.

A. Publications in Process:

"Recreational Use of Drinking Water Reservoirs". To be published by the Journal, American Water Works Association.

"Evaluatimn of the Virus Hazard in Water Supplies". A report of the American Society of Civil Engineers Committee on Environmental Health -- to be published jointly by the Journal of the Sanitary Engineering Division and the Journal of the American Water Works Association.

Other Professional Activities

A. Major Papers Presented and Speaking Engagements

Paper -- "Research and Problem Solving in Water Quality Management" presented at Conference on Water Pollution Control, University of Maine, December, 1966.

Seminar on "Analysis of Water Resources Research Needs in Massachusetts", Clark University, December, 1966.

Seminar on "Concepts of Environmental Health Management", Rutgers University, December, 1966.

Paper -- "Impact of Route 91 on Water Resources and Water Quality" presented at Bureau of Government Research Conference on Impact of Route 91 on Lower Pioneer Valley, March, 1967.

Seminar on "Virus Hazard in Water Supplies", Cornell University, April, 1967.

Speech -- "Public Health Implications in Recreational Use of Drinking Water Reservoirs". Banquet Speech, Westfield Watershed Association Annual Meeting, May, 1967.

Seminar on "Water Resources Problems of Massachusetts", University of Massachusetts Environmental Sciences Institute, May, 1967.

Berger (continued)

Radio Talk -- "The Meaning and Significance of Water Quality Standards and Stream Classification Programs", WFBR, February, 1967.

Radio Talk -- "Water Pollution Control", WFBR, May, 1967.

Summary and Evaluation of Symposium Papers on "Agriculture and the Quality of Our Environment", AAAS, January, 1967.

B. Other Activities

Meeting of U.S. Steering Committee, International Hydrological Decade, Washington, D.C., July, 1966.

Meeting of Governor's (Oklahoma) Conference on Water Quality Criteria, July, 1966.

Appointment to Governor's Public Health Council of Massachusetts, July, 1966 and participation at monthly meetings.

Chairman, New England Council of Water Center Directors, bi-monthly meetings.

Organization of Water Rights Law Conference sponsored by New England Council of Water Center Directors, Boston, November, 1966.

Secretary General, "Third International Conference on Water Pollution Research", Munich, Germany, September, 1966.

Participation at Annual Conference of the Water Pollutinn Control Federation", Dansas City, Missouri, September, 1966 and participation in programs of Research Committee and Program Arrangement Committee.

Appointment to Governor's Oversight Committee on the Massachusetts Clean Waters Act and participation in meetings of the Committee, December, 1966.

Appointment to Advisory Committee on Environmental Health, Division of Sanitary Engineering, Massachusetts Department of Public Health, and participation in meetings of the Committee, January, 1967.

Attendance at Annual Meeting of American Association for the Advancement of Science, December, 1966.

Participation in Annual Meeting of Directors of Water Resources Research Institutes, Washington, D.C., January, 1967.

Chairman, Sub-Committee on Water Pollution Research Needs, Governor's Oversight Committee on Massachusetts Clean Waters Act, March, 1967.

Berger (continued)

Consultant to Cornell University College of Agriculture on Disposal of Animal Wastes, April, 1967.

Participation in meeting of U.S. National Committee, International Association on Water Pollution Research, Washington, D.C. May 1967.

Chairman, Meeting of ASCE Committee on Environmental Health, Washington, D.C., May,1967.

Participation in "Water For Peace Conference", Washington, D.C., May, 1967.

Organization and Chairman of Water Resources Research Symposium, University of Massachusetts, June, 1967.

Participation in meeting of Governing Board, International Association of Water Pollution Research, London, England, June, 1967.

CHRISTIANO, MARY F., Instructor

A. Professional Meetings Attended:

The 4th Annual Symposium on Medical Technology Education.

The 5th Semi-Annual Symposium on Medical Technology Education.

Annual Meetings of Massachusetts Association of Medical Technology.

The Meeting of the Federation of the American Society for Experimental Biology.

B. Memberships:

Member, American Society of Clinical Pathologists.

Member, American Society of Medical Technology.

Member, Massachusetts Association of Medical Technology.

Member, Alpha Delta Theta, National Professional Medical Technology Sorority.

DARITY, WILLIAM A., Ph.D., Associate Professor

Publications

"The Client: Reaching and Keeping", Proceeding of the Second Conference on Public Family Planning Clinics. How to Organize/How to Operate, G.D. Searle Co., 1967, pp 27-28.

"Selling The Community: Strategy and Tactics", Proceeding of the Second Conference on Public Family Planning Clinics. How to Organize/How to Operate, G.D. Searle Co., 1967, pp. 18-19.

A. Publications in process:

"Considerations in Developing Family Planning Services", Accepted for Publication by Public Health Reports.

"A Global View of Health," Chapter in The World Today in Health, Physical Education and Recreation. Editors, Vendien, Cormack and Nixon. Paper is jointly with Jerome S. Peterson. Prentice-Hall (in press)

Research

Director and principal investigation of a research project: "A Study of the Health Aspects of Sex Knowledge and Attitudes Among College Students", Others include Julian Janowitz, M.D., Psychiatrist, University Health Service; Thomas McBride, M.D., Staff Physician, University Health Services; Eugene Piedmont, Ph.D., Assistant Professor of Anthropology and Sociology; and Alan Romanella, Ph.D., Assistant Professor of Education. Faculty grant of $2,700 received to initiate this longitudinal study. (FR-W11-Darity (1). Initial report made, two papers submitted for publication.

Other Activities

Served as a Faculty-Consultant Lecturer, Dartmouth College and Talane University, Peace Corp Training Programs, New Orleans, Louisiana and Hanover, New Hampshire. Trainees were assigned to Ivory Coast and Togo. August, 1966.

Served as a Consultant, Peace Corp Training Program for India, Experiment on International Living, Putney, Vermont, August, 1966.

Served as Lecture Consultant to Brown University Peace Corp Training Program. Trainees were assigned to Tunis. August,1966.

DARITY (continued)

Presented two papers at the Fall Conference on Faculty Planning, San Francisco, September 18-20, 1966.

Served as Summarizer of Panel: The Health and Welfare Care System on Part of the Industrial Structure of Society, 94th Annual Meeting, American Public Health Association, San Francisco, November 1, 1966.

Served as an Evaluator of Community Actions Program, Northeastern, North Carolina, October, 1966.

Presented a paper on "Family Planning: Some Implications for Professional Development", at the Regional Conference on Family Planning, sponsored by HEW, Dallas, Texas, November 21-22, 1966. (Accepted for publication by Public Health Reports)

Presented a research paper on "Some Implications of a Pregnancy on Camlus: A Research Study", at the New England College Health Association, Providence, Rhode Island, December 4, 1966. (Submitted for publication)

Special Lecture: "Adult Education and Health Service", Westfield State College, December 13, 1966 and Worcester State College, April 12, 1967.

Assisted in Training Project, Migrant Education Program, May 1967.

Speech and Seminar, "Community Health Services", Mt. Holyoke College, June 28, 1967.

New Professional Services During Year

President, Board of Directors, Hampshire Association for Mental Health.

Member, Board of Directors, Massachusetts Tuberculosis and Health League, Inc.

Member, Board of Directors, Hampshire County Public Health Association.

Member, Policy and Expansion Committee, Planned Parenthood.

Served on Special Ad Hoc Committee of Society of Public Health Educators for preparation of "Statement of Functions of Community Health Educator and Minimum Requirements for their Professional Preparation."

Served on Faculty Policy Committee of Upward Bound.

PERRIELLO, ROBERT C., Associate Professor

A. Major papers presented and speaking engagements:

Presented paper, "Food Pathogens" at the Annual Meeting, Massachusetts Affiliate of the International Association Milk, Food and Environmental Sanitarians, Auburn, Mass. January 18, 1967.

B. Other activities:

Member, Massachusetts Board of Registration of Sanitarians.

Examinar, Massachusetts Civil Service and Massachusetts Registration of Sanitarians.

Chairman, Program Committee, Massachusetts Milk Inspectors' Association, International Association.

Member, Scholarship and Education Committee, Massachusetts Sanitarians'Association.

Member, Public Health Disciplines Committee of National Association of Sanitarians.

Consulting Editor, National Journal of Environmental Health.

Editor, Massachusetts Journal of Milk and Food Technology.

PETERS, HOWARD A., Ph.D., Assistant Professor

A. Major papers presented and speaking engagements:

Lecture on "Environmental Pollutants", Sea Farm Research Foundation, "Project Ready", Falmouth, July, 1966.

Lecture on Environmental Health in Migrant Labor Camps, Commonwealth Service Corps, Migrant Education Program, May, 1967.

B. Other Activities:

Attended American Public Health Association Annual Convention, San Francisco, October, 1966.

Attended National Conference on Air Pollution, Washington, D.C., December, 1966.

Attended Governor's Conference on Community Development, April, 1967.

Served as Consultant to Massachusetts General Hospital, Boston, on establiching position of Hospital Sanitarian.

Provided assistance to the Universities of North Carolina, Colorado State and Montana State in Environmental Health and Safety.

Served as Consultant to author of textbook, Nutrition in Health and Disease, on revision of chapter on Public Health Aspects of Food.

PETERSON, JEROME S., M.D., M.P.H., Adjunct Professor

A. Speaking engagements:

Address to Northampton Woman's Club on the Epidemiology of LSD.

B. Other activities:

Attended American Public Health Association Annual Meeting, sent by the Mass. Department of Public Health. Organized and conducted a seminar on the meeting utilizing the seven persons from the Amherst area who attended it to speak on different aspects.

Recruitment of several University students, predominantly from the Department of Public Health, for summer work under the auspises of the Commonwealth Service Corps. This work is in various Divisions of the State Health Department here in Amherst, notably Sanitary Engineering, Food and Drug, and book and report filing.

Served on committees for three Master's theses within the Department of Public Health.

Invited Dr. William Darity, Dr. Everett Lee and Dr. William Havard to join with me and Miss Ruth Curtis of the State Health Department to consider a project for promoting health planning as part of the curriculum in the University. This would involve the carrying out of studies of various kinds which could be used for training purposes of students at several levels as well as health workers. By the end of the academic year, a proposal has been presented to the United States Public Health Service for consideration.

Arranged for a graduate student to discuss the subject of his thesis on Medicare with senior staff of the Social Security District Office in Western Mass., and at a later date, with the Health Educator of the Medical Care Division of the United States Public Health Service in Washington.

Was a panel member at a meeting of the Connecticut Public Health Association in which I spoke on "Regionalization of Health Services in Massachusetts."

REED, GEORGE H., Instructor

Publications

"Phosphatase Reactivation in Dairy Products: A Review", Journal of Environmental Health, Vol. 29, No. 4, pp. 340-343, (January-February), 1967.

Other Professional Activities

President, Delaware Association of Sanitarians.

WISNIESKI, KAROL S., Assistant Professor

A. Speaking engagements:

"Hospital Organization to Prevent Cross-Infection", at New England Hospital Assembly, October 20, 1966.

B. Other activities:

President, Massachusetts Public Health Association.

Member, National Accreditation Council for accreditation of undergraduate programs for environmental health. Attended initial meeting of this Council in St. Paul, Minnesota, April 26-28, 1967. This Council is sponsored by the National Association of Sanitarians.

Training Program Director of Seminar on Administration of Extended Care Facilities, March 29-31, 1967, University of Massachusetts, Amherst, Program supported by Public Health Service short-term traineeship grant.

VI. Major Accomplishments of the Department (1966-67)

A. Curriculum. Long-range plans of the Department call for the development of opportunities for major emphasis in the following areas:

(a) Environmental Health

(b) Community Health and Health Education

(c) Administration of Health Services

(d) Biometrics and Epidemiology

(e) Public Health Laboratory

(f) Public Health Nursing (this, in active cooperation with the School of Nursing, to be considered later)

During the past year well-defined curricula have been implemented for (a) and (b). Several courses in each of these areas have been reviewed, revised, and presented in a new form; additional courses have been organized and presented for the first time.

The reorganized courses in the administration of health services in two sections: Introduction to Public Health Practice (P.H. 383) and Organization and Administration of Public Health Programs (P.H. 384) were conducted by visiting lecturers from the Harvard School of Public Health. The new courses in Introduction to Occupational Health (P.H. 331) and Introduction to Air Pollution (P.H. 332) were taught for the first time. Other new courses which were approved and taught for the first time were Principles of Community Health Education (P.H. 301), School Health (P.H. 304), and Epidemiological Methods (P.H. 372). This last course, designed for Public Health majors, represents a major modification of the previous P.H. 378, Epidemiology of Communicable Diseases, which now becomes a service course open to all students in

the University except Public Health majors. Public Health 123, transferred to this Department last year from the Department of Physical Education for Men, has had a considerably expanded enrollment, with a two-semester total of over 200 students.

At the graduate level there has been considerable reorganization, also. A graduate coordinating committee, composed of members of the graduate faculty, was organized. This committee has been charged with the responsibility for reviewing applicants for admission, reviewing and approving research projects and thesis topics, and setting standards for performance for all graduate students. In addition, it has reviewed and redefined the basic requirement and elective offerings for each of the program areas in which study is offered by the Department and the graduate level.

An important feature of the development of each of these courses of study has been active cooperation with other departments within the University. It is the nature of public health to gain strength, not from intense preoccupation with isolated study of a well-defined segment of knowledge and interest, but from dynamic interaction with many other disciplines. As we gain vitality and expertise from each of these areas, we hope to impart to them a new sense of relevance of their investigation, studies, and teaching to the increasingly important and pressing concerns with human communal living.

In each of the above areas, programs of study have been outlined and suggestions made for proposed courses at the graduate level. Detailed course outlines will be presented for approval as resources for presenting the courses are available. In addition, there has been a review and acceptance of courses in other departments for which major credit will be given.

B. Medical Technology. There are now over one-hundred students majoring in this department, placing it among the largest of all such programs in New England. With completion of the agreement with the Springfield Hospital, we now have an agreement of affiliation with four hospitals in this area for providing our students with a fourth year of study in supervised laboratory practice. This four-year course now has been broken down into subject sections with individual courses and credits as follows:

MT 301	Clinical Bacteriology
MT 302	Clinical Biochemistry
MT 303	Urinalysis
MT 304	Hematology
MT 305	Blood Bank and Serology
MT 306	Histology

This change has made necessary a minor modification in the registration procedure for Senior interns. One of the other minor modifications in the program has been a recommended change from Organic Chemistry 160 to Organic Chemistry 261, 262, 263, and 264.

One noteworthy development is the plan for coordinating the hospital lectures for senior interns next year by presenting the lectures in a cooperative plan at the University. In this way each hospital will be able to contribute its strength to all and to receive mutual assistance in relatively weaker areas. All students should gain by this plan.

C. Environmental Health. There has been a major review of the entire curriculum for graduate study in this area, made by an interdisciplinary committee. This will assure continuation of the present

trend toward an improvement in the depth and quality of instruction and research in the area. Two courses previously listed as Applied Public Health Bacteriology (P.H. 381) and Sanitary Bacteriology (P.H. 380) have been redesignated as Environmental Health Laboratory I (P.H. 379) and Environmental Health Laboratory II (P.H. 380), reflecting more accurately the nature of the course content. The courses in General Environmental Health have been reorganized with Public Health 261 and 262 now redesignated as 361 and 362, open only to majors in Public Health or other students with the requisite background in Physics, Chemistry, Mathematics, and Microbiology.

D. Community Health and Health Education. The undergraduate major in this area was implemented this year with a significant expansion of this area of study. In developing the program, emphasis will continue to be on total community health. Students electing this area of concentration will be expected to become involved in community studies and, where applicable, in a special problem and field experiment exercise. This will assure community emphasis in the health education program.

There is a growing demand for public health educators and a new emphasis upon a more exacting standard for education and qualification. We are preparing for an accreditation review so that this program will meet the standards established by a special committee for accreditation programs outside of a school of public health. Presumably this will make the Department eligible for direct training grants from the U.S. Public Health Service.

A new faculty member will be added to assist in the expanding program in School Health, being charged to work closely with the School of Education in this project. The graduate program, likewise, has been strengthened through courses which will prepare students for research and analysis in community health educational problems.

VII. Special Projects in 1966-67:

A. The Department provided a brief training program in Health and Welfare for four coordinators to work with Puerto Rican migrants in the Commonwealth Service Corp.

B. A short course in Extended Medical Care Facilities was carried out in which there were persons enrolled. This was suggested by a grant from the USPAS.

C. The department has received a $13,000 grant for the purpose of individual traineeships for graduate training in Environmental Health.

D. The department received a grant of $10,000 for extension of the Medical Technology training program.

E. An allied Health Services grant of $5000, through the Graduate School, was made for research in Air Pollution and Radiological Health.

F. A chapter of Alpha Theta Delta Sorority (Honorary Medical Technology) has been organized.

G. A faculty member has been associated with faculty from Government, Sociology, and Business Administration with the Massachusetts Department of Public Health in setting up a research-training program in Health Planning.

H. Faculty are associated in the discussions on the establishment of an Urban Studies Center.

I. A faculty member is working with a Joint Committee through Labor Studies on a Program of Aging.

VIII. Future Plans and Needs

A. Administrative Relationship

In its final report, the Public Health Planning Committee, November, 1964 (Ad Hoc President's Committee, University of Massachusetts) recommended that the Department of Public Health be associated with the School of Medicine, for administrative purposes, for an interim period of four to five years until the School of Medicine had a fully operational program. During this period it was proposed that there should be a chairman of the Department of Community Medicine of the School of Medicine who would serve also as head of the Department of Public Health. At the end of the interim period it was proposed that there should be a reevaluation of the relationship, probably leading to a completely independent status for the Department of Public Health, with the chairman-head electing to remain with either the School of Medicine or the Department of Public Health, which might then be in the position to seek accreditation as a school of public health.

During the past year an active search has been made for the person to fill this position. Preliminary contact has been made with a candidate who is keenly interested in the community medicine program but who has no interest in assuming responsibility for the Department of Public Health. Although no commitment has been made between this candidate and the School of Medicine, it appears likely that we once again are in the position of seeking a full-time head of department for Public Health, with the active cooperation of the School of Medicine. This raises once again the awkward problem created by the present administrative relationship of the Department whereby it is not related directly to one of the other schools or colleges within the University. A previous evaluation of the problem yielded no better answer than a continuation of the present independent, although awkward, status.

There is no reason to believe that association with any of the seven schools or colleges (other than the School of Medicine) will appear more desirable now than it did in the past. It is recommended, therefore, that the Department of Public Health continue in its present status as an independent department, with no formal relationship to one of the existing schools or colleges. It is expected that there will be an increasingly cordial and mutually profitable relationship developed between this department and the School of Medicine, a relationship which should act to the benefit of both.

It is recommended, furthermore, that authorization be granted for an active search for a head of department, with adequate financial resources to assure our securing an individual who will guide the development of the Department to a position of clear leadership and excellence in teaching, research, and service in public health.

In making this decision, it must be recognized that, with the vast and as yet incompletely defined changes in health practices in this co country, there is and will continue to be an increasingly severe demand for well-qualified teachers and administrators of public health programs. If it is to discharge its responsibility in this very important area, the University must be prepared to make significant commitments of financial and space resources, supported by direct assistance to the graduate program, which will assure worthwhile development in this area. Once the program has been initiated (and tremendous progress had been made in this direction during the past two years), there is virtual assurance of generous public support for development of the program. It is of interest to note that in schools of public health the

present level of noninstitutional support varies between 50 and approximately 80 per cent of total costs.

B. Faculty

Significant additions have been made to the faculty during the past two years, but it is critical that additional faculty members be added in the immediate future if the present trend toward continuous improvement in the quality of teaching and research is to be continued. It is especially urgent that faculty competent in the areas of Biostatistics and Administration of Health Services be added in the very near future.

In Medical Technology, Mrs. Edith Reinisch, the former coordinator of the program, has elected to continue graduate studies and has therefore submitted her resignation. Mrs. Reinisch has been highly successful in developing the Medical Technology program, which in its present state is a tribute largely to her individual efforts. We wish her well in the continuation of her graduate studies. We have been fortunate in securing a well-qualified person as her replacement.

Only one of three other vacant faculty positions has been filled, but there is a good possibility that a second will be filled before the beginning of the school year.

Contrary to the trend elsewhere in the University, it is of considerable importance that faculty members in this area be available for a full twelve months of the year. Many of the service programs for which the University should assume responsibility in the interest of health professionals in Massachusetts and all New England can only be presented during the summer. In addition, in each of the areas of environmental health and health education field training will be an active part of the program, required of virtually all students. This

will necessitate our having competent faculty available for supervision of field studies on a twelve-month basis. In this connection, it should be remembered that the normal program for a Master's in Public Health requires 21-24 months of work.

One other pertinent consideration is the fact that this department will continue to be predominantly a program for graduate study. Undergraduate programs in public health have a legitimate but limited place in any university curriculum. It is imperative, that students at the undergraduate level be given solid fundamental training which can serve as a basis for graduate study. In addition, they should graduate with limited subprofessional competence in their area of interest. The emphasis upon graduate study automatically requires a considerably higher faculty/student ratio than is common to departments concerned primarily with undergraduate studies.

C. Space

In common with all other departments in the University, we have a critical need for additional space if we are to develop a high-quality program. This is especially true in the area of environmental health with its sub-areas of air studies, radiation health, etc., each of which requires laboratory space for teaching and for research.

In addition to having commitments for space for meeting our needs in the immediate future, it is recommended that the long-range needs of the Department be considered in outlining plans for Section V of the Morrill Science Center. If plans are made for establishing a separate center for the School of Nursing, the present quarters of the School of Nursing would be a natural area of expansion and would meet our needs for the next several years. Ultimately, however, if this department is to be free to expand to accredited school status, there

will be need for a considerably larger amount of space than presently available in the Public Health Building.

In conclusion, a word should be mentioned concerning the responsibility of all institutions which have any concern for teaching and research in health-related areas for increasing their resources to meet the vast increased demands for highly qualified health professionals, in many areas and at many levels. The University of Massachusetts has a clear responsibility, consistent with its mandate from the Willis Commission, for continuing and expanding its graduate program in paramedical and other health areas. There is no other public institution in New England which has developed comparable programs and which is in so clear a position of leadership for providing high-quality teaching and undertaking significant research.

ANNUAL REPORT

UNIVERSITY HEALTH SERVICES

Robert W. Gage, M.D., Director

1966-67

University of Massachusetts

Amherst, Massachusetts

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I. FINANCIAL SUMMARY

	1964-65	1965-66	1966-67
A. Appropriation	$395,800 (1)	$499,650 (1)	$660,400 (1)
401 Salaries, permanent positions	298,710 (2)	379,950 (2)	516,477 (2)
403 Wages, miscellaneous personnel	2,500 (3)	3,500 (3)	6,600 (3)
404 Food	5,350 (5)	10,500 (5)	12,000 (5)
406 Housekeeping supplies	2,150 (3)	4,500 (3)	14,000 (3)
407 Medicine and lab supplies	38,500	39,000	45,500
410 Travel	2,400	3,000	5,500
414 Administration	6,200 (4)	8,000	10,000
415 Equipment	6,000 (6)	6,750 (6)	9,673
Other accounts: clothing, repairs, printing, refunds, permanent reserve	33,990	44,450	40,650
Total appropriations	395,800	499,650	660,400
B. Total expenses	310,481 (8)	400,050 (8)	619,850 (8)
C. Balance carried forward (Needed for July-August expenses) full operation in 1967	85,319 (9)	99,600 (7)	40,550 (7)

(1) Includes balance from previous year

(2) Does not include: retirement contribution, health insurance contribution, and assistance from other sources

(3) Does not include assistance from other sources

(4) Does not include telephone charges

(5) Does not include credit from University Boarding Halls

(6) Some additional equipment from other sources

(7) Estimated 6-1-67

(8) Not included in operating expenses are: maintenance of building, utilities (heat, light, water, sewer), and amortization of cost of building and original equipment

(9) Cash balance

II. PERSONNEL

A. Professional Staff	1964-65	1965-66	1966-67
Director, University Health Services	1	1	1
Staff Physicians, full-time	5	5	7
Staff Physicians, part-time	0	1	0
Staff Physicians, part-time (specialists)	4	4	4
Director, Mental Health	1	1	1
Principal Psychologist	1	1	1
Clinical Psychologist, full-time	1	2(1)	2
Clinical Psychologist, part-time	0	1	2
Director of Environmental Health & Safety	1	1	1
Staff Assistant, Business	-	1	1
Staff Assistant, Laboratory	1	1	1
B. Ancillary Service Staff			
Research Assistant, part-time	1	1	0
Research Assistant, full-time	-	-	2
X-ray Technician	1	1	2
Laboratory Assistant	-	1	1
Physical Therapist, full-time	1	-	1
Physical Therapist, part-time	0	1	0
C. Nursing Staff			
Supervisor of Nursing Services	1	1	1
Assistant Hospital Supervisor	1	1	1
Head Nurses	0	2	3
Graduate Nurses, full-time	10	10	13
Graduate Nurses, part-time	7	7	6
Licensed Practical Nurses	0	1	2
Hospital Aides, full-time	5	5	6
Hospital Aides, part-time	2	4	4
D. Secretarial Staff			
Head Clerk	0	0	1
Principal Clerk	1	1	0
Senior Clerk Stenographer	1	1	2
Senior Clerk	0	1	1
Medical Secretary	5	6	6
Medical Records Clerk	1	1	1
Secretary, part-time	1	1	1
E. Food Service			
Head Cook, full-time	1	1	1
Cook, full-time	1	1	1
Assistant Cook, full-time	2	2	2
Kitchen Helper	-	-	1
Kitchen Helper, part-time	2	3	2

II. PERSONNEL (continued)

F. Maintenance Staff

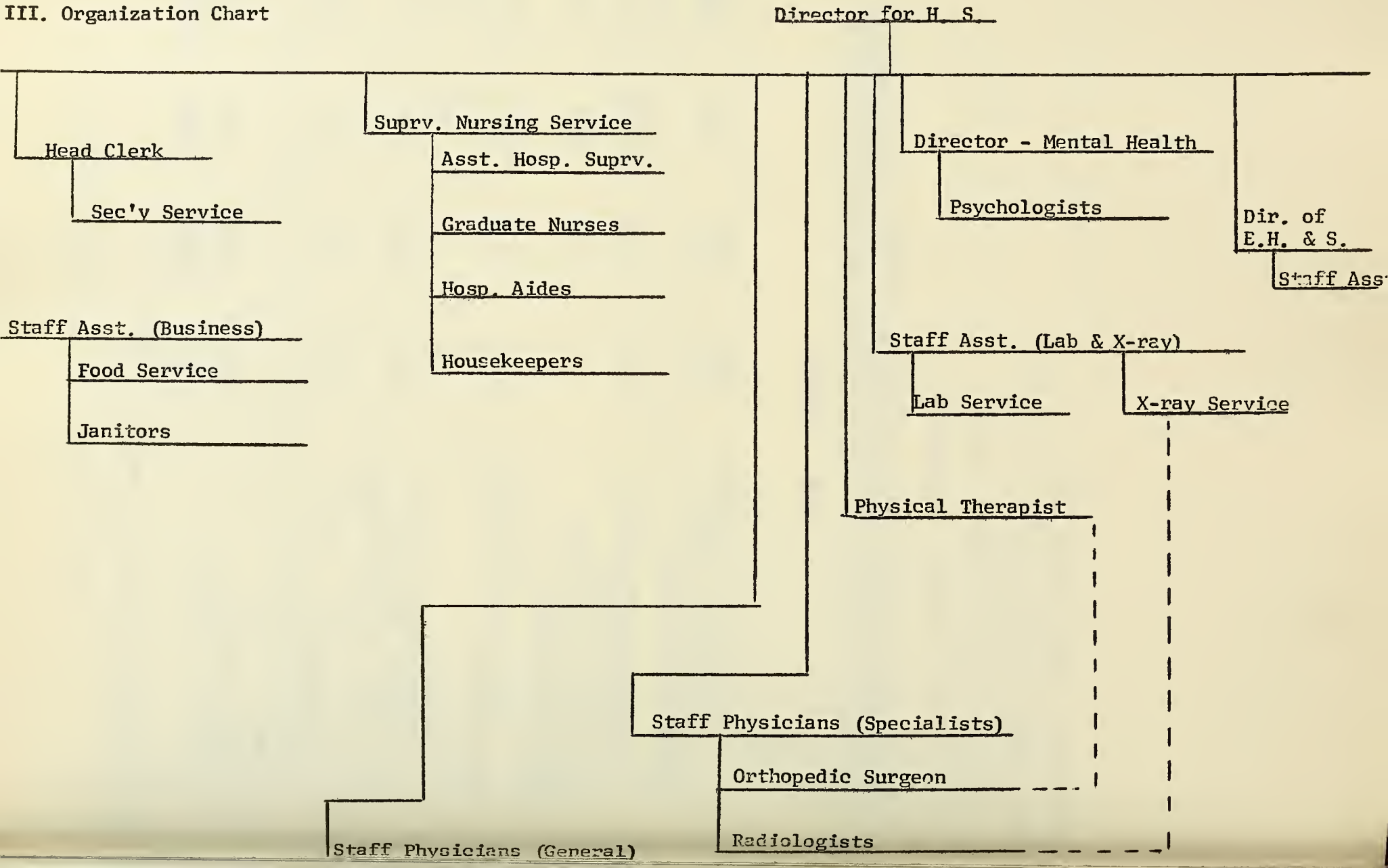
Janitors	2	2	2
Head Housekeeper	-	-	1
Housekeepers, full-time	5	5	5
Housekeepers, part-time	-	1	1

G. Student Workers (all part-time)

Clerk (visitor)	2	2	2
Janitor	2	2	2
Kitchen	1	2	2
Laboratory	1	2	2
Orderly	1	2	2

(1) Psychologist (2nd position) vacant until April 1966

III. Organization Chart



IV. Utilization of Services (Provisional Report)

	1963-64	1964-65	1965-66	1966-67
A. Students enrolled[1]	8,811	10,400	11,859	13,658
B. Services rendered				
I. Outpatient visits Total July 1 - June 30	40,448	51,069	52,707	58,818[4]
II. Mental Health Department visits, individual	2,616	2,665	2,893	3,704
Group therapy (patient hours)	121	827	367	134
III. Laboratory Number of determinations	12,411	16,295	26,877	31,204
IV. X-ray services Number of patients	1,742	2,323	3,261	4,155
V. Physical Therapy Number patient visits	2,473	3,423	2,021[2]	5,161[5]
VI. Inpatient services				
Bed patients - total	1,777	1,799	1,963[3]	1,865[4]
Patient days in Infirmary	5,582	6,206		7,029[4]

Notes

[1]Includes: Undergraduates and graduates, September 1966, including special and part-time students, some of whom are not eligible for care by Health Services. Estimated number of students served for 1966-67: 13,000.

[2]Physical therapist available part-time only

[3]Figure unavailable for technical reasons

[4]July 1, 1966 - June 15, 1967

[5]September 19, 1966 - June 15, 1967

V. Utilization of Services (Provisional Report)

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Physical therapist available part-time only

Figure unavailable for technical reasons

July 1, 1966 - June 15, 1967

September 19, 1966 - June 15, 1967

V. STAFF PUBLICATIONS AND PROFESSIONAL ACTIVITIES

ALLEN, DEAN, Ph.D.

Professional Activities

Member, Advisory Board, Upward Bound Program

Co-Chairman, Draft Symposium: Panel discussion by experts on "Problems of Military Conscription in a Democratic Society," followed by workshop, February 1967

Weekly interviewer of notables over station WFCR (Five-College Radio)

Adviser on Master's thesis for graduate student in the Department of Psychology

Abstracter of J. Am. Coll. Health Assoc. for J. of Coll. Student Personnel

BRANDFASS, CARL F., Jr., M.D.

Professional Activities

Guest Lecturer, Department of Public Health, Medical Technology Program

Developing program for patch testing industrial compounds, in collaboration with the Department of Industrial Microbiology

Attending-Consulting Staff - U. S. Veterans Administration Hospital, Northampton, Massachusetts

Research Grants and Projects

Faculty Research Grant, FR-VII-66(1), FR-VII-67(2), "Electrophoretic Analysis of Serum Proteins in Patients with Infectious Mononucleosis" (with Leo B. Hall)

COTANCHE, JAMES G., M.D.

Professional Activities

School Physician, Hadley School System

GAGE, ROBERT W., M.D.

Professional Activities

Chairman, Department of Public Health, University of Massachusetts

Executive Committee, American College Health Association

Chairman, Committee on Standards, American College Health Association

Vice President, American College Health Association, 1966-68

University Health Council, Chairman 1965-68

Review Committee for Human Subjects in Research, University of Massachusetts

Student Personnel Activities Council, University of Massachusetts

Board of Admissions and Records, University of Massachusetts

Secretary, Massachusetts Chapter, American Academy of General Practice

Research Committee, Massachusetts Academy of General Practice

Medical School Liaison Committee, Massachusetts Chapter, American Academy of General Practice

Participant in National Health Forum, Chicago, 1967

HALL, LEO B.

Publications

Reinisch, E., and Hall, L., A Rapid Microtechnic Applied to the Heterophile Antibody Test for the Detection of Infectious Mononucleosis, Am. J. Clin. Path. 45, 6 (1966)

Research Grants and Projects

Faculty Research Grant, FR-VII-66(1), "Hematological Values: A Study Designed to Provide a Statistical Model for Continuing Evaluation of Normal Ranges for Selected Hematological Determinations" (James R. Ralph, M.D. and Leo B. Hall)

Faculty Research Grant, FR-VII-67(2), "Electrophoretic Analysis of Serum Proteins in Patients with Infectious Mononucleosis" (Carl F. Brandfass, Jr., M.D. and Leo B. Hall)

HART, DANIEL A., M.D.

Professional Activities

Medical lectures, Newman Club Series

Medical question-and-answer series in Collegian with Dr. Thomas C. McBride

JANOWITZ, JULIAN F., M.D.

Publications

"There's No Hiding Place Down There," presented at the American Orthopsychiatric Conference, Washington, D.C., March 1967

"Is This Moratorium Necessary?" presented to the American College Health Association, Washington, D.C., March 1967

MC BRIDE, THOMAS C., M.D.

Research Grants and Projects

"Some Implications of a Pregnancy on Campus," a research study completed for publication with Drs. William A. Darity, Eugene Piedmont, Julian F. Janowitz, and Alan Romanella

Proposal of study of attitudes on prophylaxis for rheumatic fever and rheumatic heart disease with U. S. Public Health Service

Professional Activities

Lectures in School Health, Department of Public Health

Medical question-and-answer series in Collegian with Dr. Daniel A. Hart

Participated in N.A.S.P.A. Drug Education project and three campus seminars on drug abuse

Adviser on Master's thesis committee for a graduate student in Public Health

Instruction on "Resusci-Anne" to nurses in first-aid course at Clarke School

Epidemiology Seminar on Cardiovascular Disease for Department of Public Health with Dr. Paffenberger of N.I.H.

Publications

"Chronic Conditions in the University Student," J.A.C.H.A., December 1966

PETERS, HOWARD A., Ph.D.

Professional Activities

Presided over the Environmental Sanitation Section conference at the New England Public Health Association annual meeting at the University of Massachusetts, June 16, 1966

Attended the American Public Health Association Annual Meeting, San Francisco, California, October 31-November 4, 1966

Participant in the National Conference on Air Pollution, Washington, D.C., December 12-14, 1966

Participant in the Governor's Conference on Community Development, Boston, April 12, 1967

RALPH, JAMES R., M.D.

Professional Activities

Faculty Advisor, Class of 1970, University of Massachusetts

Participant, U.S.V.A. Symposium on Early Recognition of Mental Illness, New England Regional Meeting, October 1966

Participant, SWAP Conference, September 1966

Attended Duke University Postgraduate Course in Medicine, July 1966

Participant, Newman Center Seminar, November-December 1966

Attending-Consulting Staff - U. S. Veterans Administration Hospital, Northampton, Massachusetts

Research Grants and Projects

Faculty Research Grant, FR-VII-66(1), "Hematological Values: A Study Designed to Provide a Statistical Model for Continuing Evaluation of Normal Ranges for Selected Hematological Determinations" (with Leo B. Hall)

REED, GEORGE H., M.P.H.

Publications

"Phosphatase Reactivation in Dairy Products - A Review," J. Env. Health 29, 340-343, January-February 1967

SNOOK, GEORGE A., M.D.

Publications

George A. Snook, M.D., "The First Continental Drill Manual," Military Collector and Historian, Vol. XVIII, 2, Summer 1966

Eric I. Manders and George A. Snook, M.D., "Rocket Section, Royal Marine Artillery - 1814," Plate No. 283, Military Uniforms in America, copyright 1966 by the Company of Military Historians

O. Donald Chrisman, M.D. and George A. Snook, M.D., "Motorcycle Mayhem," oral presentation only, American College of Surgeons Trauma Meeting, Boston, December 9, 1966, and New England Orthopedic Society meeting, Manchester, Vermont, 1967

VI. SUMMARY OF ACTIVITIES

The general goal of the Health Services continues to be to provide or make provision for resources to meet the wide variety of health problems encountered in a large and expanding university community. Some of the health needs can be met directly; others can best be met by arranging for the use of facilities and trained health professionals not directly associated with the University.

A. Clinical Services

As in the past, the first responsibility of the Health Services has been to provide students with high-quality medical care through the outpatient clinic and the hospital, supported by laboratory, x-ray, physical therapy, and other services. During the first five years of our occupancy of the new Infirmary there was an increase, at first meteoric and subsequently less abrupt, in student utilization of outpatient facilities. Starting from a utilization rate of approximately two visits per student per year prior to 1960, the rate now has risen to a more reasonable level of about five visits per student per year. This is close to the experience of other institutions which offer high-quality comprehensive health care to a student body consisting largely of students in residence. The rate now seems sufficiently stable to serve as a base for projection of future needs.

During the past year there have been no unusual trends noted in the patterns of illness or use of facilities. Primarily because of the crowding and the inherently inefficient arrangement of the outpatient clinic, the waiting time for care is still longer than desirable. Thought has been given to arranging all outpatient care on an appointment basis, but this has been discarded as being impractical in our situation. The alleged inconvenience to students, sometimes more imagined than real, has to be balanced against the mammoth administrative difficulties, the relative rigidity in scheduling which is necessary if this system is to work, the relatively inefficient use of staff time, and the inconvenience to students who may find appointments available only during class hours. We believe the problem may be resolved considerably when another outpatient treatment area is established on the second floor next year. Establishment of this will depend, of course, upon our finding other quarters into which the Mental Health Department can move for the next few years, until the addition to the Infirmary has been constructed.

The cold self-treatment center, begun last year, has been continued with apparent success. At this center there are brochures providing information concerning the recognition, the natural history, and the complications of upper respiratory infections. There is access to medication appropriate to relieving the various common symptoms of the cold, and directions are given for proper use of these agents.

Approximately 10 per cent of outpatient visits have been for use by students of this cold self-treatment center. To our knowledge there has been only one unfortunate result of this program in that one student has had a mild allergic reaction. Since then labeling and instructions have been more prominent and there has been no recurrence.

The one tragic note concerning illness during the past year has been the death (according to our records) of eleven students, most of these deaths resulting from motor vehicle accidents. There have been no suicides among students during this year, but two tragic suicides among student wives. Each of these was the wife of a foreign student and neither was under care of our Mental Health Department. Parenthetically, one wonders whether or not these constitute a subtle justification for making normal health care available to student dependents.

B. Mental Health

Calls for help for emotional problems has kept the staff of the Mental Health Service more than comfortably busy throughout the year. We choose to interpret this not as an indication of increasing emotional illness among the students but a reflection of greater readiness to seek help when resources are readily available. Most of the individual visits are for diagnosis and the simplest type of therapy. There continues to be a real restriction on involving patients in extensive psychotherapy.

As in the past, a considerable portion of the time and energy of the Mental Health staff has been invested in a preventive community mental health program. This year, with the opening of a major section of the Southwest residential complex, there has been a concerted effort to work closely with the student personnel staff, the heads of residence, and the residence counselors in establishing a network of helping services aimed at recognizing and meeting the various emotional health needs of residents of that complex. This outgoing program is related to the individual therapy services, to the broader health education program of the entire professional staff in encouraging residence hall discussions on a wide variety of health problems, and to attempts to find other means for modifying the climate of the University by reducing unnecessary and non-creative anxiety-producing factors.

The cooperative program with the faculty of the School of Nursing has continued and has proved so satisfying that plans are being made for a weekend "marathon sensitivity training seminar" prior to the beginning of school in September. Those participating in this group effort have reported a considerable increase in the understanding of interfaculty and faculty-student relationships.

One of the indirect outgrowths of the preventive mental health program has been formulation of plans for a year-long residence counselor training program which will begin in the fall. This is conceived as an effort jointly of the student personnel staff, the Counseling and Guidance Center, and our Mental Health staff, designed to help student residence counselors achieve more insight into their role in the residence halls and to learn more of the methods by which they can be helpful to other students. The program is an ambitious one, calling for weekly meetings of residence counselors in groups of twelve to fifteen. Our staff is committed to providing the group guidance for about a third of the groups. This program is especially significant as a part of the total University effort to repersonalize the University for students. The program will be difficult to evaluate, but its success will be reflected through a greater release of creative energy with which students can tackle the academic, social, and personal identity problems with which they are universally concerned.

The Mental Health Service continues to participate in the graduate student training program in clinical psychology. This year there have been six students from the Department of Psychology and one from the Counselor Education graduate program in the School of Education. Our practicum consists of abut eight hours per week divided among staff conferences with case presentations, individual supervision, and individual patient contact. This is one of very few training programs in college student mental health work. Its growth during the past three years attests to its vitality and importance. It doubtless will receive increasing emphasis in the future.

There continues to be close liaison with other interested groups on the campus, both formally and informally. The biweekly "bag lunch" of our Mental Health staff with other staffs of the student personnel services and administration has surreptitiously become a prestigious event. Through it have arisen and been crystalized several suggestions for modifying administrative details, student-faculty relationships, and other influences upon the climate of University life. In addition, there have been regular meetings of our staff with the campus clergy.

Another significant activity was the development and presentation of a "course" for campus security officers designed to give them greater insight into the management of emotionally disturbed students.

C. Environmental Health and Safety

The most significant single event of the year was the addition to the staff of Mr. George H. Reed, Jr., staff assistant. His appointment has made it possible for us to increase greatly our surveillance of fraternities, sororities, and food services and to carry on a comprehensive testing program of dairy products, sandwiches, etc., from the campus vending machines. As a result of this close surveillance, several problems have been outlined and some of these problems resolved.

It is clear that as the University increases in size and becomes more concentrated we can anticipate a steady increase in the problems associated with crowded living conditions. One of the most vexing problems is that presented by the campus fraternities and sororities. Conceived as both social organizations and cooperative living accommodations, they are caught in the squeeze between increasing demands for services and the increasing costs of the services common to all service organizations. This problem is only accentuated by the natural inclination of young adults to eschew supervision of their activities. The resulting problems in safety and sanitation are difficult to resolve but impossible to endure. It does seem that considerable progress has been made in encouraging the interfraternity and intersorority organizations to assume a greater degree of responsibility for improving the living standards. A concerted effort will be made in the year ahead to see that this initial progress is continued.

During the year a food handlers' training course was conducted for all food service personnel during the Christmas holiday. There was a high level of cooperation from all of the food services in insuring the participation of their personnel. Unfortunately, students involved in food service activities were automatically excluded from this particular training program.

During the inspection last year by the Atomic Energy Commission a serious defect was discovered in the use of radioactive materials, specifically in our storage and disposal of waste. Procedures have been changed so that wastes will be collected in a central storage facility and then be shipped to an approved commercial disposal firm. Our ability to resolve this problem with the continued assistance of the Physical Plant Department, the Graduate School, and the Department of Public Health has made it possible to assure continuation of research projects using radioactive materials.

The UMass/Boston program was approved for inclusion under the University's AEC license, thus placing their radiation use under the control of the radiation safety officer of the Amherst campus. We are completely satisfied with this arrangement, but it is seen as an interim arrangement until such time as the use of radioactive materials in Boston justifies an independent license and appropriate control facilities.

There has been increasingly close cooperation between the Health Services and the academic Department of Public Health. Several members of the staff of the Health Services have served as lecturers for Public Health courses and as advisors for graduate student problems or thesis projects.

D. Health Education

The call for students for help with health education programs continues loud and clear and their reaction to our limited assistance is enthusiastic. Although in immediate importance this may rank below the need for health care and for supervision of the environment, it is a subject which is foremost in the interest and attention of many students.

In the absence of an organized curriculum in health education, we continue to encourage voluntary participation of our staff in the informal health education activities proposed by the students. In general these consist of requests for problem-oriented discussion sessions in the residence halls. The only limitation in this program continues to be the time and energy of our staff and the time available on the part of students.

In addition, there have been sporadic question-and-answer sessions in the Collegian and spot health announcements on the campus radio. Plans for next year call for our outlining, prior to the beginning of the year, the various services which we are prepared to provide and publishing this information to the student groups at the beginning of the year. It is our impression that there will be a gratifying response to an offer for a semi-structured course of instruction in health problems of interest to young adults.

E. Research

Last year's project in establishing a system for coding of outpatient visits according to the International System of Classification of Disease has been continued but with inconstant success, due primarily to the difficulty in key-punching over 50,000 outpatient visits for computer entry. Realizing the inexorably increasing problems in this area, we have given considerable thought to devising a system for bypassing this onerous bottleneck. As a result, we have just instituted a means for keeping the record of our outpatient statistics

with a newly devised optical scanning tally sheet from which cards will be punched automatically. If this program works nearly as well as anticipated, we should be able to have our records current within less than a week and be assured of considerable accuracy in compiling our statistics over long periods of time.

Our efforts in this direction are seen as part of a total overall effort nationally on the part of many health services to achieve some system for keeping and relating service figures. The ultimate, although distant, goal of this project is an approach to the elusive problem of quality control of medical care.

Other research projects are underway for the evaluation of electrophoretic techniques for measuring plasma proteins in mononucleosis and a project for establishing standards for selected laboratory determinations in young adults.

F. Staff

We continue to be fortunate in being able to attract to our staff young well-trained professionals who have a keen interest in the health and welfare of young adults. With each year our mental health, medical, and nursing staffs improve the level of interest and competence previously achieved. That this growth can be continued consistently, in spite of a rapid expansion of staff, is a tribute to the cooperation in creative interaction which has been a prominent feature of attitude.

Surely during the past year we have had many opportunities for sincere and candid dialogues concerning our aims and objectives which have transformed the interest and efforts of individuals into a true group with a deep sense of common purpose.

A special word is in order honoring the retirement of Loretta Eiben, R.N., as Supervisor of Nursing Services. Mrs. Eiben, who came to the Health Services in 1961, has displayed a true genius for working among people with different interests. Blessed with an unusual sensitivity to personal attitudes and values, possessed of tremendous energy, and dedicated to infusing the entire staff with a sense of common purpose, she probably has been a greater determinant than any other single individual in creating the truly unique staff spirit from which we all benefit today. The fact that this high level of morale has continued after her retirement is additional evidence of her effectiveness.

We are very fortunate in having induced Mrs. Barbara McCarthy to take on this responsibility of supervising the nursing services.

In the scheduling of physicians' time in the outpatient department, an attempt has been made to provide each physician with a half-day of "scheduled time" during which students can be seen by appointment or involvement in research projects, committee assignments, etc., can be pursued. Unfortunately, because of the presence of special health care and evaluation problems, it has not always been possible to honor this scheduled time. Hopefully as the staff increases this initial experiment can be extended.

There continues to be increasing interdepartmental association of the Health Services with other areas on the campus. Specifically, there has been an increasing close association of our laboratory with the medical technology program in the Department of Public Health. First-year students have used our laboratory and library as resources for their basic course in medical technology. Other members of the staff have taken an active part in academic programs in the Department of Public Health, the Departments of Physical Education, and the Department of Sociology. Other staff members are active in the Student Personnel Activities Council, the Health Council, the Orchard Hill Evaluation Committee, board of directors of Upward Bound, as advisor to the Pre-Med Club, and many others.

G. Laboratory

Once again, use of the laboratory has increased somewhat out of proportion to the increase in student body and outpatient visits. This is an experience common to all laboratories, especially in situations in which there is an expanding medical staff. It is an interesting phenomenon, which probably is an indirect reflection of the increasingly thoughtful clinical care which is provided students. It reflects, also, recognition of the laboratory by the medical staff as a reliable and invaluable aid in the diagnosis and management of clinical problems.

One other unexpected development in the laboratory has been the increased call for parasitological examinations. This has proved rewarding, with the recovery of a surprisingly large number of parasites, most of these among our international students.

The laboratory continues its involvement in research projects with a continuing evaluation of the laboratory tests for mononucleosis, a study of serum protein in mononucleosis, and a study of normal values for selected laboratory tests in healthy young adults.

During the year 1966-67 we have assumed responsibility for taking all chest x-rays necessary for employees and prospective employees in accordance with State regulations. This has been responsible for much of the increase in x-ray examinations.

VII. SPECIAL PROJECTS OR PROGRAMS

A. Clinical Services

A program for self-medication has been introduced in the inpatient area. Conceived as the result of the participation of our staff in the Colorado Workshop for College Health Nurses, this project reflects a concern for guiding young adults to more responsible use of medication and to a greater measure of independence in the Infirmary. Incidentally, some reduction of repetitive nursing duties is anticipated.

Patients to be placed on the self-medication regime are selected by the physician with the understanding that each day's medication will be delivered in the morning, with appropriate instructions for its proper use. Instructions are intended to include, whenever appropriate, information concerning the action of medication, its function in the particular clinical situation, and specific directions concerning its use. There has not been time for careful evaluation of the project, but the initial impression is one of guarded satisfaction. Although the system never will be applicable to all inpatients, it certainly is consistent with the fact that many of the students hospitalized by a college health service would have been able to manage their own illness at home with minimal guidance.

B. Inservice Training

Although not a special project for this year, one of the most successful activities has been the continuing inservice educational program, especially that for the nursing staff. At the beginning of each year there is an active, well-coordinated orientation program for new members of the nursing staff concerning nursing practices and procedures in general and their specific application in our Infirmary. Continuing throughout the year has been a series of workshops, demonstrations, and discussions in which the nursing staff has been involved on an active basis. During the intersession the nursing staff was involved in a one-day workshop-discussion by Mrs. Winifred Griffin, Associate Director of the New England Board of Higher Education.

Several members of the staff have found visits to other health services and to regional meetings of the American College Health Association to be very helpful.

An outstanding feature of the continuing program has been a series of weekly group sensitization meetings of members of the nursing staff. Each of these groups has met for one semester, and most of the nursing staff has been able to attend. The response has been enthusiastic and there is general agreement that this project has been very helpful to all involved in raising the level of understanding by the nursing staff of its problems and dynamics.

In addition, there has been a weekly interdepartmental group meeting with attention focused more directly on specific problem-solving than upon establishing a higher level of sensitivity to group problems. There is general agreement that this also has been quite successful.

C. Records

One of the continuing major problems of a large service organization is that of maintaining adequate records to reflect past activities, analyze efficiency and quality of service, and make projections for future development.

Last year, with the assistance of a grant from the University Research Council, a project was begun for recording selected data (including a coded diagnostic index) from outpatient visits for computer storage and analysis.

The initial project met with considerable success and inevitable problems, chief of which was the bottleneck in manual keypunching. It became clear that with the increasing number of entries this would be a never-ending problem and a severely limiting factor in the success of the program. Accordingly, during the past year a form has been devised upon which the information can be recorded and processed by an optical scanner, thus eliminating manual keypunching. The system has been in operation for too brief a time to be evaluated, but our hopes are high that this will provide a breakthrough into an era of more orderly accumulation of pertinent information concerning our services.

This project, incidentally, should make a valuable contribution to the national project of the American College Health Association for developing the means for uniform recording of data, which is a prerequisite to widespread analysis and comparison of services.

The accumulation and processing of health information for entering students also has been a considerable problem, which we hope will be resolved in part with the use of a new record system. Developed by our staff, in consultation with staff from several other college health services, we have designed and adopted a new medical history and health evaluation form which can be processed with the optical scanner. Copies of the forms, which, incidentally, were adopted by the American College Health Association as the standard form to be recommended for gathering health information, are included in the Appendix.

D. Public Service

The University Health Services has been designated by the U. S. Public Health Service as a Yellow Fever Vaccination Center. We are prepared to provide this service for all residents of Western Massachusetts.

VIII. FUTURE PLANS AND NEEDS

A. Space

As noted last year, "The most urgent need of the University Health Services continues, with increasing annual urgency, to be that of acquiring more space." It is interesting to recall that this need was first predicted in 1961, prior to our occupying the building then under construction. The prediction made at that time, that if we didn't have additional space by the 1966-67 year we would be in serious trouble, has proved painfully true. The crowding in the outpatient area, accentuated by our sound transmission problem in the Mental Health area, has led to serious problems in providing outpatient services in a manner acceptable to students and to staff.

For the immediate future it is completely clear that we must expand into other quarters next year unless there is to be a serious deterioration in student services. It is with considerable regret that we have decided that it is the Mental Health Service which could move out of the Infirmary with the least disturbance of function. We have been successful in developing an unusually complete integration of the Mental Health Service into the total clinical services. Moving this to another building will make continuation of this integration somewhat more difficult for the next few years. The move is absolutely imperative at this time, however, so that a second outpatient area can be opened on the second floor.

We have high hopes that money will be made available this year in the State Capital Outlay Budget for initial planning of a major addition to this building. Under the most optimistic schedule, however, it appears to be 1971 before we can anticipate moving into larger quarters.

In anticipation of drawing plans for an addition, it is imperative that a careful and comprehensive program be drawn of our projected activities and corresponding space needs. Before this can be done, however, there must be basic policy decisions made concerning the following questions:

(1) Are additional student services to be included in plans for expansion? It is recommended that provisions be made for dental care and for temporary care of emotionally upset students.

(2) Should provisions be made for offering care to student dependents? It is recommended that we plan to include an area in which outpatient diagnostic and therapeutic services can be offered to student dependents. We could include inpatient care for young adults but should not attempt to provide inpatient pediatric care.

(3) What should be our responsibilities in occupational medicine? This is an area in which there is a clear trend toward the assumption of increasing responsibilities by colleges and universities, following the example of progressive industrial organizations. Minimum responsibilities should include:

(a) Pre-placement evaluations of faculty and employees, especially in highly responsible or hazardous positions (high administrative posts, senior faculty appointments, contact with radiation or potentially hazardous environment, farm and construction workers).

(b) Evaluation of work-related injuries or illness.

(c) Maintenance of a healthy work environment.

Other responsibilities could include:

(d) Care of less serious occupational illness and injury (serious problems probably should be referred to specialists).

(e) Periodic examinations for those in (a).

(f) Pre-placement examination of all employees.

(g) Education for health and safety.

Obviously the cost of this program cannot be borne by student fees. Increased efficiency and morale, decreased loss of time from work, and decrease of compensation payments should cover the cost of this program.

(4) Should provisions be made for care of faculty (and dependents)? It is recommended that these services not be included at this time, despite the trend in this in many institutions. Amherst is a relatively small community, and for us to offer this type of care would, understandably, be a very threatening gesture to local physicians. Furthermore, as the health manpower shortage increases it will become increasingly difficult to maintain an adequate staff of competent health professionals to meet the needs of students (and possibly dependents).

B. Financial Resources

With the rapidly increasing costs of providing medical care, which has been one of the fastest rising factors in the national economy, it has been inevitable that we would need additional financial resources in order to continue providing this same level of service in the future. Since no significant source of revenue is available from other than student fees, it has been inevitable, therefore, that we should request an increase in the student health fee.

On the basis of a projection of costs for the next three years a recommendation has been made that the health fee be increased from $20 to $25 per semester. This proposal was presented to the students and approved heartily by the Student Senate. This is clear documentation of the fact that students are not reluctant to assess themselves for additional fees when they are granted a voice in the decision and when they are able to see clearly the benefits of the services for which they are paying.

C. Health Education

Once again, it is in the area of health education that we feel our services are most inadequate. There is a continued lively request on the part of students for more information, and it appears that we are the major resource on the campus for satisfying this need. Emphasis in the future will continue as in the past to be upon use of individual contact with students as a

demonstration of high-quality health care, including health information, which will serve as a model for service and information in the future. In addition, we plan increased involvement in informal health education activities in the residence hall area, with the formualtion of a semi-structured health information "course" which will be made available in whole or in part upon the request of the students.

APPENDIX I

Laboratory Services

Annual Report

Summary of Tests Performed July 1, 1966 - June 1967

Urinalysis

Complete with Microscopic	3,255		
Bence-Jones Protein	1		
Urine Ferric Chloride	1		
Urinary Calculi	1		
24-hour Urine Albumin	6	Total	3,264

Hematology

WBC	5,137		
Differential	5,134		
Hemoglobin	1,441		
Hematocrit	2,762		
Sedimentation Rate	130		
Bleeding Time	18		
Clotting Time	33		
Prothrombin Time	26		
RBC Fragility	3		
Sickle Cell	5		
RBC Indices	9		
Reticulocyte Count	26		
Platelet Count	11		
RBC Count	14		
Alkaline Denaturization	1	Total	14,750

Chemistry

SGPT	799
SGOT	12
Sugar	243
Glucose Tolerance	13
BUN	56
Rapid Bilirubin	14
Bilirubin	77
Zinc Turbidity	3
Alkaline Phosphatase	10
BSP	3
Cephalin Flocculation	22
Icteric Index	1
Creatinine	5
Total Protein	61
Electrophoresis	59
Uric Acid	17
Calcium	11
Phosphorus	9
CO2	2

APPENDIX I

Chemistry (continued)

Chloride	1		
Potassium	1		
Urine Calcium	3		
Urine Prophyrins	1		
Urine Urobilinogen	2		
Amylase	4		
Lipase	1		
Serum Acetone	4		
Salicylates	1		
Cholesterol	23	Total	1,458

Serology

Type and Rh	146		
Rh	2		
Cross-Match	2		
Direct Coombs	7		
Rapid Heterophile	1,444		
Heterophile	579		
R.A.	73		
C.R.P.	32		
Cold Agglutinine	11		
ASO	52		
G.P. Absorption	20		
Febrile Agglutination	2		
Cryoglobulins	2		
Tricheria Agglutination	1	Total	2,373

Miscellaneous

Vincent's	675		
Occult Blood	103		
L.E. Prep	19		
L.E. Latex	1		
Semen Examination	4		
Malarial Smear	3		
KOH for Fungus	6		
Eosin Smear	11		
EKG	168		
Master's Two-Step	4		
Smear for AFB	1		
Smear for Yeast	2		
Spinal Fluid			
Sugar	4		
Protein	4		
Cell Count	4		
Chloride	1		
Gravindex	269	Total	1,279

APPENDIX I

Ova and Parasites

Entamoeba coli	1		
Giardia lamblia	1		
Loa loa	1		
Enterobius vermicularis	3		
Trichuris trichuria	3		
Ascaris lumbricoides	2		
Necator americanus	2		
Taenia solium	1		
Taenia saginata	2	Total	93

Total number of microbiological examinations	7,987
Total number of laboratory procedures	31,204

APPENDIX II

X-Ray Services

Annual Report

Summary of Examinations July 1966 - June 1967

Chest	1,613
Abdomen	56
IVP	46
Gall Bladder	23
Lumbar Spine	124
Thoracic Spine	50
Cervical Spine	63
Pelvis	9
Hip	14
Femur	18
Knee	222
Lower Leg	78
Ankle	398
Foot	217
Heel	35
Toe	89
Acromioclavicular Joints	28
Sternum	5
Scapula	8
Clavicle	33
Ribs	54
Shoulder	86
Humerus	10
Zygomatic Arch	1
Elbow	93
Forearm	39
Wrist	141
Hand	130
Finger	154
Thumb	86
Skull	61
Facial Bones	12
Nasal Bones	55
Mandible	12
Sinuses	55
Temperomandibular Joints	9
Parotid Glands	3
Salivary Glands	1
Sternoclavicular Joints	3
Sacrum	2
Coccyx	4
Sacroiliac Joints	10
Orbits	4
Mastoids	1
Total	4,155

APPENDIX III

MENTAL HEALTH SERVICES ANNUAL REPORT

June 13, 1966, through June 4, 1967

(Graduation to Graduation)

Professional Staff

Psychiatrist: one full-time (calendar year)
Psychologist: two full-time (calendar year)
Psychologist: one full-time (academic year)
Psychologist: one part-time (50%) (academic year)
Psychologist: one part-time (35%) (four months)*
Psychologist: one part-time (60%) (three months)*

Non-professional Staff

Secretaries: two full-time (calendar year)

Total number of patients seen	911
Total number of individual interviews	3,704
Total number of group therapy sessions	28
Total number of group therapy attendance	134
Total number of group therapy student participants	32
Total number of patients placed in Infirmary	38
Total number of conferences	948
Mental Health staff conferences	219
Infirmary preventive mental health	63
University preventive mental health	236
Community preventive mental health	34
Infirmary administration	30
Student instruction and supervision	224
Consultations about patients	95
Staff recruitment interviews	22
Research projects	13
Professional conferences attended home	5
Professional conferences attended away	7

*Salary paid by Guidance and Counseling

APPENDIX III

Three-Year Comparison (Graduation to Graduation)

	1964-65	1965-66	1966-67
Total number of people seen	736	814	911
Total number of interviews	2,658	3,138	3,704
Total number of conferences	448	663	948
Patients placed in Infirmary	61	28	38
Number of group therapy sessions	117	65	28
Number of student participants	47	28	32
Total group therapy attendance (cumulative)	827	367	134

UNIVERSITY OF MASSACHUSETTS
UNIVERSITY HEALTH SERVICES
REPORT OF MEDICAL HISTORY

AMHERST

IBM HS-6498

TUDENT:
E BEEN ACCEPTED
OMPLETE THIS FORM CAREFULLY
OU GO TO YOUR PHYSICIAN FOR
ION. INFORMATION SUPPLIED WILL
A PART OF YOUR HEALTH RECORD,
HELD IN STRICT CONFIDENCE, AND
INFLUENCE YOUR STANDING AT
ERSITY.

INCOMPLETE INFORMATION MAY DELAY YOUR REGISTRATION

STUDENT NUMBER

0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9

IMPORTANT

ORDINARY BLACK LEAD PENCIL (NOT INK OR BALL POINT)
SURE TO MAKE ALL MARKS DARK AND HEAVY. ERASE
EFULLY ANY MARKS YOU WISH TO CHANGE.

EXAMPLE: SEX MALE FEMALE

(PRINT) FIRST NAME MIDDLE

ESS (STREET & NUMBER) CITY OR TOWN STATE ZIP CODE DATE OF BIRTH

TIONSHIP, AND ADDRESS OF NEXT OF KIN HOME TELEPHONE NUMBER

IS BUSINESS ADDRESS BUSINESS TELEPHONE NUMBER

LEGES YOU HAVE ATTENDED WITH ADDRESSES AND DATES

VETERAN? BRANCH & LENGTH OF SERVICE

CLASS YOU ARE ENTERING GRAD 69 70 71 72 OTHER

CITIZENSHIP US OTHER

SEX M F

MARITAL STATUS SINGLE MAR. DIV. OTHER

STORY

FATHER LIVING DEAD

T DEATH AUSE

ATION

MOTHER LIVING DEAD

AGE AT DEATH AND CAUSE

OCCUPATION

SIBLINGS

	0	1	2	3	4 OR MORE
NO. LIVING					
NO. DEAD					

HAVE YOU OR ANY OF YOUR BLOOD RELATIVES HAD:

	YES	NO		YES	NO
TUBERCULOSIS?			ARTHRITIS?		
DIABETES?			STOMACH/INTESTINAL TROUBLE?		
KIDNEY DISEASE?			ASTHMA/HAY FEVER?		
HEART DISEASE OR HIGH BLOOD PRESSURE?			SEIZURES/CONVULSIONS?		

U EVER HAD? PLEASE ANSWER ALL QUESTIONS. COMMENT BELOW ON ALL POSITIVE ANSWERS

	YES	NO		YES	NO		YES	NO		YES	NO
FEVER			ALLERGY			RECURRENT HEADACHE			GALLBLADDER TROUBLE		
(RED)			PENICILLIN			HEAD INJURY WITH UNCONSCIOUSNESS			DIGESTIVE TROUBLE		
MEASLES			SULFONAMIDES			SHORTNESS OF BREATH			RECURRENT DIARRHEA		
			SERUM			CHEST PAIN/PRESSURE			RUPTURE, HERNIA		
POX			HIVES			CHRONIC COUGH			RECENT GAIN/LOSS OF WEIGHT		
			OTHER (NOTE BELOW)			PALPITATION (HEART)			DIZZINESS, FAINTING		
			SURGERY			RHEUMATIC FEVER			WEAKNESS, PARALYSIS		
OTH TROUBLE			APPENDECTOMY			HEART MURMUR/DISEASE			VENEREAL DISEASE		
S			TONSILLECTOMY			JOINT DISEASE/INJURY			URINE ALBUMIN/SUGAR		
UBLE			HERNIA REPAIR			SHOULDER DISLOCATION			FREQUENT URINATION		
UBLE			OTHER (NOTE BELOW)			'TRICK' KNEE ETC.			FEMALES ONLY—		
ROAT TROUBLE			INSOMNIA			BACK PROBLEM			IRREGULAR PERIODS		
NT COLDS			ANXIETY/DEPRESSION			TUMOR, CANCER, CYST			SEVERE CRAMPS		
ER/ASTHMA			WORRY/NERVOUSNESS			JAUNDICE			EXCESSIVE FLOW		

	YES	NO
SICAL ACTIVITY BEEN RESTRICTED DURING THE PAST FIVE YEARS & DURATION)?		
DIFFICULTY WITH STUDIES OR TEACHERS?		
ECEIVED TREATMENT OR COUNSELLING FOR A NERVOUS PERSONALITY DISORDER, OR EMOTIONAL PROBLEM?		
SULTED OR BEEN TREATED BY CLINIC, PHYSICIANS, HEALERS, OR TIONERS WITHIN THE PAST 5 YEARS (OTHER THAN ROUTINE		
EN REJECTED FOR OR BEEN DISCHARGED FROM MILITARY AUSE OF PHYSICAL, EMOTIONAL, OR OTHER REASONS?		
Y QUESTIONS IN REGARD TO YOUR HEALTH, FAMILY HISTORY, TTERS WHICH YOU WOULD LIKE TO DISCUSS WITH A MEMBER OF THE HEALTH SERVICES?		

REMARKS OR ADDITIONAL INFORMATION
(USE BOTTOM OF BACK SIDE IF MORE SPACE IS NEEDED.)

TAKE THIS SHEET TO YOUR PHYSICIAN WHEN YOU ARE EXAMINED

E PHYSICIAN'S SIGNATURE DATE

HYSICIAN:

DENT HAS BEEN ACCEPTED

EVIEW THE STUDENT'S HISTORY AND
E THIS PHYSICIAN'S FORM, COMMENT-
ALL POSITIVE ANSWERS. INFORMATION
USED ONLY AS A BACKGROUND FOR
NG THOUGHTFUL HEALTH CARE. IT
OT JEOPARDIZE SCHOOL STATUS.

UNIVERSITY OF MASSACHUSETTS
UNIVERSITY HEALTH SERVICES

AMHERST

IBM H95499

REPORT OF HEALTH EVALUATION

INFORMATION IS SOLELY FOR THE USE OF THE HEALTH SERVICES AND WILL NOT BE RELEASED WITHOUT THE STUDENT'S CONSENT.

STUDENT NUMBER

	0	1	2	3	4	5	6	7	8	9
	0	1	2	3	4	5	6	7	8	9
	0	1	2	3	4	5	6	7	8	9
	0	1	2	3	4	5	6	7	8	9
	0	1	2	3	4	5	6	7	8	9
	0	1	2	3	4	5	6	7	8	9
	0	1	2	3	4	5	6	7	8	9

(PRINT) FIRST MIDDLE BIRTHDATE

STATE

IMPORTANT

RDINARY BLACK LEAD PENCIL (NOT INK OR BALL POINT) FOR THE HORIZONTAL MARKS.

BE SURE TO MAKE MARKS HEAVY AND DARK
RASE COMPLETELY ANY MARKS YOU WISH TO CHANGE.

PLE: SEX: M ▬ F =====

ECTED VISION: RT 20/ _____ LEFT 20/ _____

COLOR VISION NORM ===== ABNORM ===== SEX: MALE ===== FEMALE =====

HEIGHT _____ IN. WEIGHT _____ LB.

BLOOD PRESSURE (SITTING) _____ / _____

OVERWEIGHT ===== UNDERWEIGHT ===== NORMAL =====

NORMAL ===== ABNORMAL =====

(REQUIRED FOR FEMALES) _____ Gm.

HCT)

NORMAL ===== ABNORMAL =====

URINALYSIS: NORM ===== ABNORMALITIES ===== SUGAR ===== ALB ===== MICRO

TUBERCULIN SKIN TEST: NEGATIVE ===== POSITIVE =====

NIZATIONS

	COMPLETED YES	COMPLETED NO	DATE OF LAST INJECTION
US (REQUIRED WITHIN ONE YEAR)	=====	=====	_____
L POX (REQUIRED WITHIN THREE YEARS)	=====	=====	_____
) (RECOMMENDED)	=====	=====	SALK ===== ORAL ===== _____
THERIA (RECOMMENDED)	=====	=====	_____

THERE IRREGULARITIES OF THE FOLLOWING SYSTEMS?

	YES	NO		YES	NO
EARS, NOSE, THROAT	=====	=====	GENITOURINARY	=====	=====
ATORY	=====	=====	MUSCULOSKELETAL	=====	=====
OVASCULAR	=====	=====	METABOLIC/ ENDOCRINE	=====	=====
OINTESTINAL	=====	=====	NEURO PSYCHIATRIC	=====	=====
OTHER ACUITY)	=====	=====	SKIN	=====	=====
A	=====	=====	TEETH	=====	=====

	YES	NO
RE LOSS OR SERIOUSLY IMPAIRED TION OF ANY PAIRED ORGAN?	=====	=====
YOU ANY GENERAL COMMENTS?	=====	=====

AMENDATIONS FOR PHYSICAL ACTIVITY (PHYS. ED., MURALS) EXPLAIN LIMITATION IN SECTION TO RIGHT →

UNLIMITED ===== LIMITED =====

	YES	NO
YOU ANY RECOMMENDATIONS REGARDING ARE OF THIS STUDENT?	=====	=====
E STUDENT NOW UNDER TREATMENT FOR PHYSICAL OR EMOTIONAL PROBLEM?	=====	=====

USE THIS AREA TO DESCRIBE FULLY ANY POSITIVE FINDINGS AND TO CLARIFY RECOMMENDATIONS. USE BACK OF SHEET IF NECESSARY.

CIAN'S SIGNATURE _____

ESS _____

LAST NAME _____ DATE _____

PLEASE MAIL REPORTS OF MEDICAL HISTORY AND MEDICAL EXAMINATION TO: ROBERT W. GAGE, M.D. DIRECTOR, UNIVERSITY HEALTH SERVICES, UNIVERSITY OF MASSACHUSETTS, AMHERST, MASSACHUSETTS 01002

COUNSELING CENTER

UNIVERSITY OF MASSACHUSETTS
Amherst, Massachusetts

A N N U A L R E P O R T

July, 1966 - June, 1967

J. Alfred Southworth
Director

June, 1967

INTRODUCTION

1966-1967 has been a year devoted in large measure to reviewing, strengthening, and extending the service and research activities of the Counseling Center. This has been done on a modest scale despite reductions in our professional staff. The services of four advanced graduate students saw us through what might otherwise have been an extremely difficult year. Because of their help we were able to expand our services slightly, as well as meet most or our regular commitments.

I. APPROPRIATIONS

Account No.	1964-65	1965-66	1966-67
		F-26 $11,390	F-26 $16,000
03	$24,900	F-28 $31,200	F-28 $44,800
10	$ 350	$ 355	$ 360
11	--	500	--
12	62	200	255
13	2,800	6,100	5,800
14	1,400	2,535	644
14-1			860
15	1,000	440	221
16	4,320	4,300	4,320
	$34,832	$57,020	$73,260

II. PERSONNEL

Rank	Number of Personnel in Each Position		
	Sept. '64	Sept. '65	Sept. '66
Director of Counseling and Guidance	1	1	1
Associate Director of Counseling	1	1	0
Staff Assistant	2	2	1
Psychological Counselors	0	3	1
Consultants	1/5	1/5	1/5 (2)*
Research Coordinator	0	1½(1)	1
Junior Programmer	0	0	1
Senior Clerk/Typist	1	1	1
Junior Clerk/Steno	1	1	1
Psychological Assistant	1	1	1

*Consultants: Dr. Richard W. Johnson, Mr. Donald Reutlinger

Under the direction of Dr. J. Alfred Southworth, the staff of the Counseling Center continued to function along the lines established during 1965-66. Additions to the staff included:

Mrs. Joyce Emerle, who replaced Mrs. Gretchen Asmussen as Junior Clerk-Stenographer in September, 1966 and shares the handling of office affairs with Mrs. Patricia Delisle.

Mrs. Olivia Walker, who in September, 1966, replaced Mrs. Lorraine Reid as staff assistant in the testing room. In addition to her testing room duties, she has counseled with students, attended staff conferences, and assisted with summer orientation.

Dr. Mona Morningstar, replaced Dr. Mary Suydam in September, 1966. Dr. Morningstar has carried the weight of the Kellogg Foundation Grant research, as well as other research on student culture, and the teaching of graduate students. In addition, she has served as a consultant on various off-campus projects.

Mr. Donald Reutlinger, consultant, has again enhanced our understanding of student culture.

Dr. Richard Johnson has also served us as a consultant.

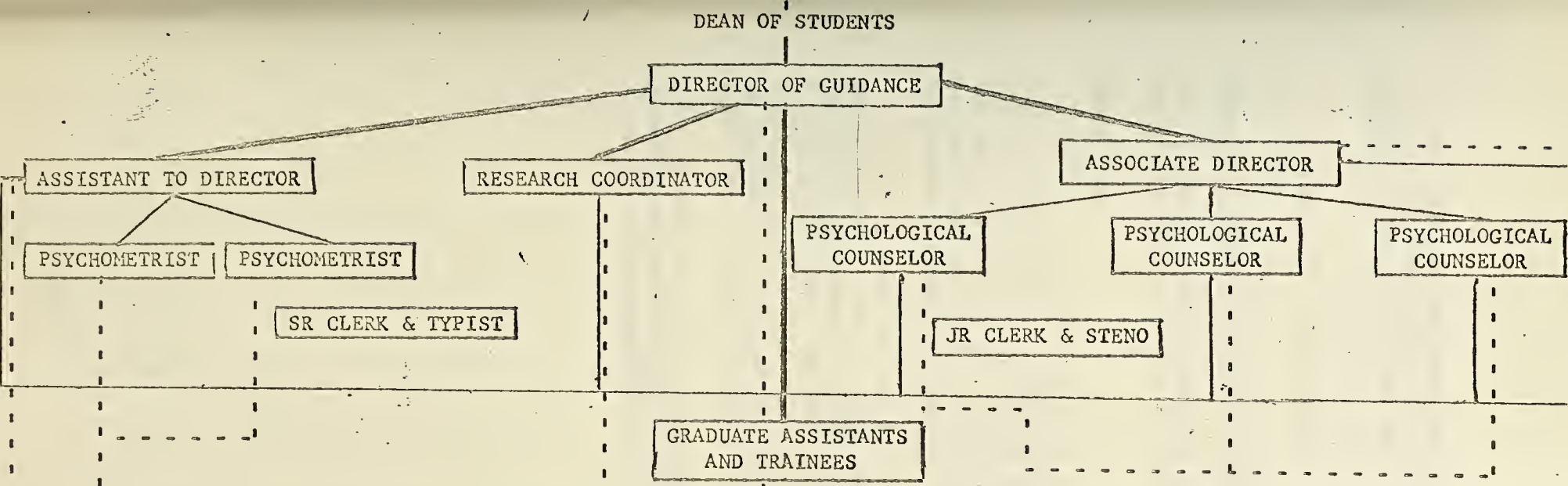
Mr. Simon V. Keochakian has continued to oversee our services on test and data processing, test construction, and use of our services by academic departments. He has also done extensive and varied consulting work.

As Junior Programmer, Mr. Donald Rutherford continues to aid in test and data processing.

Dr. Sarah Alleman, psychological counselor has devoted her time to counseling with students, supervision of graduate students, and teaching.

Three members of the staff, Dr. Berenson, Dr. Aspy, and Mr. Douds left for positions in other institutions.

Perhaps our greatest area of expansion this year has been in the extension of consultation, supervision, and training services to non-Counseling Center persons in Student Personnel capacities. This has been possible, despite our reduced staff, largely because of the internship program in Counseling Psychology. Four (4) advanced graduate students participated in this program. In addition, we had the part-time services of three graduate students in education and psychology.



R E S P O N S I B I L I T I E S :

In charge of all student and personnel testing. Assists in supervising Summer Counseling testing and other data preparation for Freshmen.

Supervise and Coordinate research on Student Cultures.

In charge of data collection and analysis, including Summer Counseling testing program and a wide range of psychological testing activities, conducting quantifying institutional studies, consulting on test construction and classroom data-analysis problems.

R E S P O N S I B I L I T I E S :

Provide psychological counseling, training and consulting services.

Assumes Directorship in absence of Director and assists with a number of administrative matters. In charge of major portion of student counseling and graduate student training. Consults on research. Responsible for counseling of two psychological counselors.

Over-all responsibility and supervision, including arranging, providing, and coordinating psychological counseling and testing services for the entire student body, plus providing related data-processing, training and consulting services to the University community.

Consultants: Richard W. Johnson, Donald P. Reutlinger

Director: J. Alfred Southworth

We will not have graduate students this advanced in similar numbers this coming year. We need now especially to fill two professional positions that are currently vacant.

IV. STUDENTS AND OTHER CLIENTELE SERVED

Summer New Student Counseling Programs - 1966

3116 freshmen plus 575 transfer and returning students were advised and pre-registered during the Summer Counseling Programs.

Counseling

As in the 1965-66 academic year, the Counseling Center operated during 1966 without a waiting list. Any student applying for assistance was able to be served within 48 hours. This was due in large part to the participation of the interns in counseling psychology. Because these students devoted the majority of their time to counseling, we were able to function efficiently despite the reduced staff.

In all, about 595 students were counseled, a slight increase over last year for a total of 2234 contact hours. It is the impression of the staff that number of requests for vocational-educational counseling has decreased, while the number of students seeking aid for personal-emotional problems has risen. An analysis of our cases to be conducted at the end of the summer will enable us to examine this impression and establish the actual distribution of cases.

In addition to the counseling activities, the secretarial staff answered approximately 3600 inquiries for information on such matters as psychological examinations and the offerings of other institutions.

V. STAFF PUBLICATIONS, RESEARCH GRANTS, RESEARCH PROJECTS AND OTHER PROFESSIONAL ACTIVITY

PUBLICATIONS

Martin, J., and Carkhuff, R., Changes in Personality and Interpersonal Functioning of Counselors-in-Training. J. Clinical Psychology, in press, 1967.

Johnson, R.W., Semantic barriers in counseling. Faculty Research Grant Technical Report, University of Massachusetts, December, 1966. (FR-J21-66 (1) Johnson)

Johnson, R.W., and Fredrickson, R.H., The effect of counselor motivation on counseling process and client satisfaction. Faculty Research Grant Technical Report, University of Massachusetts, June 30, 1967. (FR-J-21-67 (2) Johnson)

IN PREPARATION OR UNPUBLISHED

Alleman, S., Alienation and involvement in psychotherapy. (In preparation)

Alleman, S., The importance of passivity/receptivity in therapy (In preparation)

Alleman, S., (with Juanda A. Clay) "Becoming" (submitted to "Voices").

Anderson, S. and Zimmer, J., Factor Analysis of Positive Regard (In prep)
Factor Analysis of empathy (In preparation)
Factor Analysis of Concreteness (In preparation)

Anderson, S., Confrontation within various client and therapist levels. Ph.D. dissertation (unpublished)

Morningstar, M. and Meyers, N.A., The role of the approach response in secondary reinforcement. (In preparation)

GRANT SUPPORTED RESEARCH (KELLOGG FOUNDATION)

Southworth, J.A., and Morningstar, M., Persistence of occupational choice and personality congruence. Counseling Center Report.

Suydam, M., Morningstar, M., Olson, D., and Keochakian, S., Effects of parental education on attitude toward student behavior and education Class of 1969. Counseling Center Report.

Grant Supported Research (continued)

IN PREPARATION

Morningstar, M., Keochakian, S. and Suydam, M., Discrepancies between student and parental attitudes toward student behavior. Counseling Center Report.

Morningstar, M., Information on students who drop courses. Counseling Center Report.

Morningstar, M., The relationships between self-ratings and acceptance or rejection on college applications. Counseling Center Report.

Johnson, R., Evaluation of the freshmen test battery. Counseling Center Report.

Johnson, R., Keochakian, S., Morningstar, M., and Southworth, J., Predictive validity of freshmen orientation test battery

Morningstar, M., and Suydam, M., Post graduation occupations and attitudes of the Class of 1966. Counseling Center Report

Morningstar, M., Personality characteristics of students who remain in a residential college system as compared to those who leave. Counseling Center Report.

Morningstar, M., and Carlton, S., Comparison of incoming U/Mass. freshmen of the Class of 1970 with the average university freshmen. Counseling Center Report.

Morningstar, M. and Southworth, J. A., Impact of extensive changes in student responsibility. Counseling Center Report.

Reutlinger, D., An analysis of the effects of guilt and shame. Counseling Center Report.

Morningstar, M., Keochakian, S., Background and attitudes toward education of the parents of the Class of 1970. Counseling Center Report

Morningstar, M. and Keochakian, S., Family background and attitudes toward education of the Class of 1970. Counseling Center Report

TEACHING AND TRAINING

Honors seminar - Contemporary Values. Orchard Hill. 10 students.
Directed training program for Summer Counseling Counselors. 24 Students.
Chairman Guidance Committee, Ph.D. thesis of Mrs. Susan Anderson
Supervised two graduate students.
Participated in training undergraduate counselors, John Kennedy Middle.

J. A. Southworth

Psychology 365 - Principles of Counseling. 34 undergradutees, 3 graduates.
Supervised 3-4 graduate students.

S. Alleman

Psychology 742 - Test Construction II. 11 students.

M. Morningstar

Residence hall director group training in interpersonal sensitivity.

S. Anderson
J. Henderer

OTHER PROFESSIONAL ACTIVITIES

Addresses given:

Characteristics of University of Massachusetts students. Also chaired program, New England Personnel and Guidance Meeting, Bretton Woods, New Hampshire, October, 1966. J. A. Southworth

Persistence of Occupational Choice and Personality Congruence. APGA Convention, Dallas, Texas. March, 1967. J. A. Southworth

Cue and reinforcing properties of a stimulus as a function of training conditions. St. Louis, Missouri. Psychonomic Society, October, 1966. M. Morningstar.

M. Morningstar

Conventions and Meetings Attended

ETS Invitation Conference on Testing
American Psychological Association
New England Personnel and Guidance Association, Bretton Woods, New Hampshire, October, 1966.
American Personnel and Guidance Association, Boston, Mass., April, 1967.
Eastern Psychological Association, New York, New York, March, 1967.
New England Regional Conference on Student Culture, Durham, New Hampshire. October, 1966.

J. A. Southworth

Psychonomic Society, St. Louis, Missouri. October, 1966.
American Council on Education, Washington, D.C. April, 1967.
Eastern Psychological Association, Boston, Mass. April, 1967.
Second Regional Conference on Student Culture, Durham, New Hampshire. October, 1966.

M. Morningstar

Guidance Conference, University of Massachusetts. April, 1967

O. Walker

Consultation

Professional Staff Meetings
Consultations with Dormitory Counselors, Deans, Heads of Residence and Other University staff on student problems.

Counseling Center Staff

Director, Counseling Center, University of Connecticut, Counseling Center Operations. May, 1967.
Director, Counseling Center, Dartmouth College. Counseling Center Operations.
Veterans Administration Hospital, Northampton, Mass.

J. A. Southworth

Quinsigamond Community College, Student Personnel.

J. A. Southworth, M. Morningstar, S. Keochakian, R. W. Johnson

Dr. Bohn, City College, New York. April, 1967. Procedures used in Counseling Center to collect and store information. Explanation of type of research done at U/Mass.

Director, Counseling Center, University of New Hampshire. Procedures used to collect and store information. Explanation of research done at U/Mass.

M. Morningstar

Faculty and Student Personnel Staff on test construction and data processing.

S. V. Keochakian

VI. MAJOR ACCOMPLISHMENTS

Under the direction of Dr. J. A. Southworth, our research activities on student culture were greatly expanded. Through the Counseling Center's initiative a New England Regional Meeting on Student Culture was arranged. Dr. Mona Morningstar provided the impetus and direction for several studies on student culture. Mr. Simon Keochakian, and Mr. Donald Rutherford assisted in the design of these research projects, collected data, and developed a number of computer programs. An overall result of this effort is the development of a sophisticated program of research that can be pursued for the next several years.

This year ~~also~~ marked the beginning of an active involvement of the Counseling staff in the selection and training of undergraduate residence hall counselors.

Our graduate training program was strengthened, and for the first time were able to provide internships in counseling psychology.

One accomplishment worthy of special attention has been the review and strengthening of the Summer Counseling Program. Major changes have included greater involvment of upperclass students in the counseling process; a reduction in the number of large lecture sessions to incoming freshmen, along with a concomitant increase in small discussion groups. The program has been enriched by adding and offering an increased number of cultural events to the freshmen during their stay on campus.

The development of normative interest test data continues with the scores for three classes completed. By the fall of 1967, data will be available for all four classes. Normative studies will also be completed by then. This will allow for greater accuracy in interpreting scores and will make it possible for us to serve nearly all students on campus.

VII. SPECIAL PROJECTS

In addition to the above, special mention should be made of the research conducted under Kellogg Foundation support. Among other projects we believe our follow up studies on post-graduation occupations and attitudes of the Class of 1966, on attitudes and backgrounds of parents, and on the impact of changes in student responsibility are especially noteworthy. The latter project involved devising and sending out 10,000 student life questionnaires, and developing a special program for analyzing the resulting data.

We also undertook a statistical study of the freshman test battery, resulting in a reduction in the size of the battery by the elimination of three verbal tests.

VIII. FUTURE PLANS AND NEEDS

In general, future plans call for intensive in-service training of staff members for residence hall counselor training, the training of graduate students to interpret and counsel undergraduates on their interests and vocational goals; a greater emphasis on group counseling and group training of counselors and heads of residence, with less emphasis being given in the future to individual counseling. We also plan to work toward the development of a highly trained consulting team to serve the campus on research and service problems.

Personnel

We expect to employ on a part-time basis in the fall of 1967 an outstanding psychologist who will serve in a quasi-consulting role to aid in the development of a graduate student training program, to assist in research planning, and to strengthen our consulting services to the University community.

One new staff member was recruited this year, with the result that two staff positions remain unfilled. Difficulties were encountered in negotiating joint appointments with academic departments. However, these problems are being cleared up. It is expected that recruiting will be conducted with greater ease in the future and that our positions will all be filled by September, 1967.

Current staff needs require the allocation of a full-time research position in the very near future.

There will be a continued need in the future for additional staff to meet the demands of an expanding university. Counseling Center staff will be utilized increasingly as consultants to residence hall counselors. Anticipated additions and turnover in Counseling Center staff will enable selection of new staff especially suited to put into practice the concepts that have been developed by the Student Affairs Committee and Student Personnel staffs.

Our growing emphasis on studies of student culture, and the probable value of this research to the University, indicate that we should immediately start planning for permanent funding of personnel necessary to continue these studies. Our most critical and immediate need is for a permanent position to continue the junior programming position that is currently being financed by a grant. A year from now the need will be for a new permanent staff member in the counseling area.

Facilities

In the very near future we will move to Whitmore Hall and our facilities will then be excellent. Because we were able to plan and design our facilities, our needs for the next 2 or 3 years should be met nicely by this building.

Equipment

Major outlays are needed for closed circuit television and central tape recording equipment to be used in training programs. Our requirements include two electronic calculators and 6 new electric typewriters. The latter are essential if we are to continue giving personnel tests.

Testing - Candidates for University Employment and University Students.

During the year, 794 male and 944 female candidates for non-professional positions at the University were tested. In addition, four Smith college students were given the Language Proficiency Placement examination.

Ancillary to counseling services, 139 tests were administered to University students.

Testing Services - University and non-University agencies.

227 University classes made use of our test scoring servcies. In addition, personnel testing was provided for Northampton, Granby, Easthampton, and Greenfield high schools.

The office continues to participate in the administration of the following National, State, and private testing programs:

National

National Teachers Examination
Professional Qualification Test
Federal Career Development Program
Graduate Record Examination
Graduate Business Admissions Test
Graduate Foreign Language Examination
American College Testing
Miller Analogies Test
Selective Service Examinations
Veterinary Aptitude Test
Dental Aptitude Test
Veteran's Testing Program

State

State of Connecticut Civil Service Examination
State of New York Civil Service Examination
State of Pennsylvania Civil Service Examination
State of California Civil Service Examination

Private

American Telephone & Telegraph Testing Program

APPENDIX

QUANTITATIVE DATA ON OPERATIONS, 1966-1967

A. Students Served in Counseling

1. Summer Counseling Program	3691
2. Counseling Clientele	
Individual Counseling	595
Non-Students Counseled	2
Total Staff-Student Contacts	2234
Associated Tests administered	139

B. Teaching - Students Served Academically

Honors Colloquim - Orchard Hill	10
Psychology 365	37
Psychology 742	11
TOTAL	58

C. University Employee Candidates Examined

Men	794
Women	944
Total	1738

ANNUAL REPORT
PLACEMENT AND FINANCIAL AID SERVICES
(July 1, 1966–June 30, 1967)

Robert J. Morrissey, Director

June, 1967

Placement & Financial Aid Services
UNIVERSITY OF MASSACHUSETTS
Amherst, Massachusetts

PLACEMENT & FINANCIAL AID SERVICES

STAFF

The pressures that continue to increase in the operation of these services are necessitated by the continued growth of the student body as well as the new programs that emanate from many sources and fall to our lot each year. Through this maelstrom of activity our staff maintains a level of calm and collectedness that is most commendable. They exhibited a willingness that would be hard to match in accepting the heavy burdens put upon them and in evidencing interest in each task.

Our clerical staff comprises one of the busiest groups on campus. The many details involved in running an office of this kind could never be accomplished without the drive and energy exhibited by these people. Mrs. Chiriboga, Mrs. Hogan, Mrs. Jones, Miss Kimball, Miss Lenois, and Miss Wallner (now Mrs. Couture and soon leaving us, we regret to state) have all aided in maintaining a smooth running operation.

Mrs. Dorothy Baker Hardesty, Placement Officer for Women, has been with us one year now and it is evident that she is most interested in the placement field. Her knowledge of the work coupled with her charm have enhanced the placement function both on and off campus.

Mr. George E. Emery, Placement Officer, is staying abreast of the many regulatory changes in the draft and veteran affairs and with his placement assignments has operated quietly and efficiently through the year.

Mr. Robert W. Gailey, Placement Officer, is an idea man. He is always endeavoring to seek an improved way of doing what must be done. His constant challenge to everyday operations keeps all of us in a mood of change and improvement.

Mr. Lynn E. Santner, recently promoted to Assistant Director of the Placement & Financial Aid Services, has gained expertise in the many ramifications of financial aid. His diligence in running the section on loans, grants and scholarships would be hard to replace.

Mr. John Siegrist, Staff Assistant, has handled the Work-Study and Part-time work programs most efficiently. Since the Work-Study program off-campus was entirely new he was required to devise appropriate methods of administering the program to stay within federal directives as well as University policy.

FUNCTIONS

(In Alphabetical Order)

Career and Financial Counseling are the main raison d'etre of these services. The staff endeavors to assist students in changing their attitudes and behavior, or understanding them better, as they relate to careers and finances. Individual and groups of students are advised on matters of concern to them and they are given the specific information they need or require.

Draft Registration and Student Certification. Some 7,000 Selective Service Forms #109 and #103 for undergraduate and graduate students have been processed during the past year. This work was expedited because the necessary information for Selective Service was put on IBM cards. However, students present themselves daily in varying numbers with individual problems concerning status of their deferments in spite of the machine processing. (See Appendix D)

Educational Opportunity Grants were awarded as of September 1, 1966 to qualified members of all undergraduate classes. Initial year grants amounted to approximately $235,000. Because of rigid federal regulations governing eligibility for this money an extremely large amount of time is consumed choosing students to receive these grants. We are also making the first $200 bonus awards to those students who during the past year have ranked in the top one-half of their class. The bonus awards will begin in September, 1967. (See Appendix D)

Employment Interviews were conducted by 433 employers. To arrange for the 4,531 interviews held requires extensive detailed arrangements. Appointments are made to fit student schedules, employers are received, given student credentials, explanation and information on University procedures and policies. Luncheons and other arrangements are made for employers to meet faculty. 121 scheduled visits were cancelled due to lack of student interest in these employers. During the 1966-67 recruiting year there was a decrease of 43 employers coming to campus as compared to the previous year. There was, however, an increase in student interviews of 239. This resulted in heavier schedules for the employers.(See page 3,item 4

Graduate Degree Placement wherein employers specifically seek master and doctor candidates is continuing to grow in volume. Graduate students in larger numbers are seeking placement assistance through these services. 323 graduate students registered with the Placement Office and 27 employers visited the campus in October and November for science and engineering majors at the master and doctoral level at which time they conducted 199 interviews.

Graduate School Recruitment - 12 graduate schools, including Stanford, Harvard, and the like, visited the campus to discuss their programs with interested seniors.

Job Placement continues to present a confused picture. Although definitely a seller's market for the students, the military draft situation, the impetus to attend graduate school, the lack of flexibility in geographic preference, plus the larger graduating class with a corresponding larger number of students in the lower quartiles all tended to cloud the picture. There was a cancellation of 121 recruitment visits for various reasons, with the main one lack of interest. There are many jobs, but not all students are wanted and not all students want the jobs available. The greatest difficulty is with the liberal arts graduate who is not always realistic about where his place should be. Graduation found many students still in a quandary, fumbling with ideas. 1967 could definitely have provided jobs for everyone, but more realism on the part of the student would have made it easier to assist him in finding his spot.

Loans - National Defense Education Act Loans, University Short-Term Loans, Nursing Student Loans, Massachusetts Higher Education Loans (HELP loans obtained through commercial banks) and Graduate and Foreign Student Loans continue as the main sources of loan assistance. The Massachusetts Assembly Loan Program, supported by Student Senate appropriations, is being phased out. The Distinguished Visitors Program Committee of the Student Senate, under whose jurisdiction this program falls, has decided to discontinue further funding. (See Appendix B)

Occupational Information and Career Literature seems to multiply in volume. Employers brochures, career guidance books and pamphlets, information on graduate schools, fellowships, assistantships, foreign opportunities and summer work were received this year in increased numbers. The addition of new display racks for recruiting literature enabled the office to efficiently make employer brochures available to the students. A number of valuable reference tools were added to the library to assist the students in their career planning. The office is looking forward to the library facilities which will be available in our new quarters of the Administration Building, and plans have been made for arrangements and display of materials. We hope that the adequate and pleasant reading area will make our new library a most popular and useful facility to the students.

Part-time Work - Placement & Financial Aid Services is the clearing center for all part-time jobs at the University. Many students were also referred to off-campus jobs by this office. The basic student wage rate was increased to $1.25 per hour, well above the $1.00 per hour as prescribed by the Department of Labor under the Fair Labor Amendment Act of 1966. Campus student employment has been classified according to categories and skills. A manual was distributed summarizing policies for student employment along with wage rates for specific jobs. 4,152 students participated in some form of part-time work including the University part-time work program, the Federal Work-Study program, and various grants. This group earned a total of $962,418.00 during fiscal year 1967. (See Appendix A)

Scholarships and Grants-in-Aid continue to rise in number of applicants for same. Last fall 3,860 freshman applications for financial aid were received and, while all of these did not finally attend the University, we were only able to grant scholarships to 274 of them. 3,224 upperclass student applications for scholarships were received for the year 1966-67. (See Appendix C)

Summer Employment presents a gloomy picture for our students. An important segment of financial aid and placement as well, it does not receive the attention it should due to limitations in staff time. With the market as poor as it is, some person should be spending at least half-time on this problem to garner as many opportunities for our students as possible. The summer program for the few students on the Work-Study program aided slightly in this area.

Undergraduate Assistantships awarded to applicants for scholarships have proved very popular with students and faculty. This year 175 students received their $500 monetary award while working eight hours per week in academic departments giving additional educational experience. There was a noticeable reduction in demand from students and faculty for Undergraduate Assistantships because of the availability of Work-Study funds.

Veterans Affairs - Veteran students began to appear with eligibility under the new GI Bill, Public Law 358, during the summer session starting in June, 1966. There are 667 Veteran students under that law currently enrolled, plus 77 children of deceased Veterans who receive educational benefits under Public Law 634. Also, there are 56 children of Veterans whose parents are eligible for certain training allowances under Public Law 674, and there are 4 Veterans under Public Law 894 which is virtually a continuation of the disabled section of the Korean Bill. (See Appendix D)

Veterans Administration has twice revised its system of processing benefits for Veterans since the new law went into effect June 1, 1966. The idea was that electronic computers will carry a bulk of the clerical work involved. Despite this mechanization, students call daily in the hope of resolving problems in connection with their training allowance.

Work-Study Program increased radically in scope with all financially needy students qualifying whereas previously only students in dire poverty were eligible. Students were assigned to work at various jobs on the Amherst and Boston campuses and in 51 non-profit agencies off campus with total earnings of $383,198.15 through June 1967. (Appendix A1)

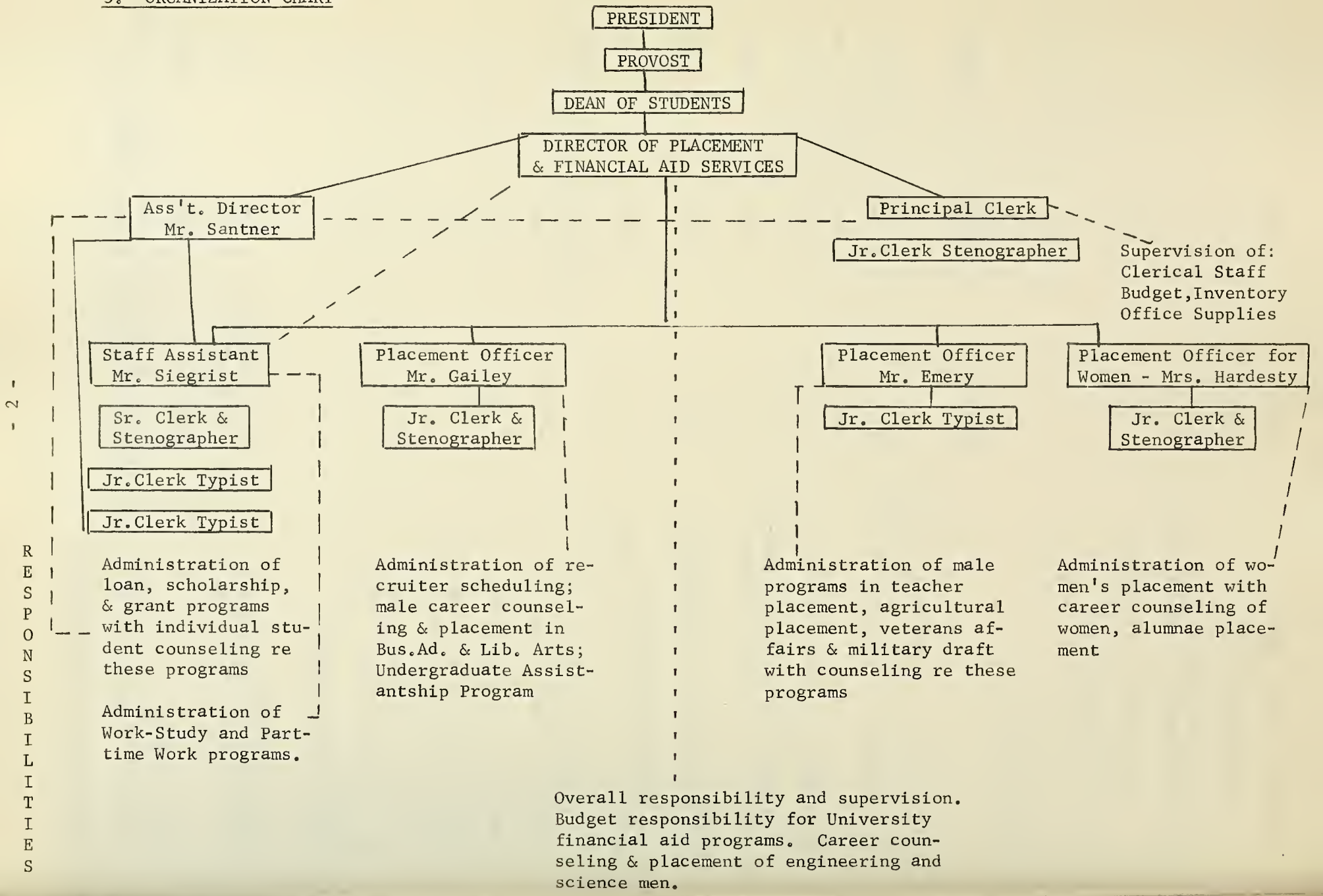
1966-67 ANNUAL REPORT OF THE PLACEMENT & FINANCIAL AID SERVICES

As per the memorandum from the Secretary of the University dated April 27, 1967, the following report of the Placement & Financial Aid Services for the period July 1, 1966 through June 30, 1967, is submitted. Supplemental data includes comments on staff and functions, appendixes with statistics on the various programs controlled through these services, and complete data on the class of 1966. Statistics on the after graduation plans of the class of 1967 will not be available until after September.

APPROPRIATION - Fiscal Year		1964-65 Actual Expenditure	1965-66 Actual Expenditure	1966-67 Allotment
Student Labor	- 03	$2,376.24	$3,427.20	$2,800
Travel	- 10	605.71	547.66	467
Printing	- 11	333.47	295.00	950
Repairs	- 12	352.60	316.96	320
Special Supplies	- 13	646.50	1,214.82	900
Office & Adm. Expense	- 14	3,573.84	2,866.32	1,700
Telephones	- 14-1	included in 14	1,413.85	1,410
Equipment	- 15	637.21	350.50	404.58

PERSONNEL - Number of each rank	Sept. 1964	Sept. 1965	Sept. 1966
Director of Placement and Financial Aid Services	1	1	1
Assistant Director of Placement and Financial Aid Services	1	-	-
Placement Officer for Women	1	1	1
Placement Officer	1	1	1
Staff Assistant	1	2	3
Principal Clerk	-	-	1
Senior Clerk & Stenographer	2	1	1
Junior Clerk & Stenographer	2	3	3
Junior Clerk Typist	2	2	3

3. ORGANIZATION CHART



STUDENTS AND CLIENTELE SERVED

Students - Some 28,960 visits to these offices were made by all categories of students - incoming freshmen, undergraduates in all schools and classes, and graduate students.

	1964-65	1965-66	1966-67
No. of seniors served and counseled re career plans and job placement	1,178 served 995 counsl'd.	1,495 1,234	1,625 1,370
No. of seniors registered with Placement Service	1,097	1,105	1,294
No. of Grad. students registered with Placement Service	135	318	323
Frosh, Soph, Jr., counseled re career plans (approx. figures)	250	300	375
Alumni served & counseled	150	351	325
Part-time student workers (See Appendix A)	2,273	2,705 (inc. 132 Work Study)	4,166 (inc. 1176 Work Study)
Students counseled and/or served re loans (See Appendix B)	1,523	2,145	3,032
Students served re scholarships & financial aid (See Appendix C)	4,315	5,277	7,168
Students served and/or counseled re military draft (See Appendix D)	4,169	6,500	7,000
Veterans served (See Appendix D)	70 (50 war orphans)	69 (all war orphans)	804 (85 war orphans)
TOTAL STUDENTS SERVED (Duplications)	16,155	21,499	27,482

(1) Clientele - Employment Recruiters

	1964-65	1965-66	1966-67
No. of representatives from industry	302	330	285
No. of representatives from schools seeking teachers	136	97	103
No. of government representatives	46	41	39
No. of non-profit or social service agency representatives	4	8	6
TOTAL REPRESENTATIVES	488	476	433
Interviews held on campus	4,487	4,292	4,531

(2) Clientele - Parents, incoming freshmen, legislators, interested persons visit the office, telephone, write, wire, concerning scholarships, loans, grants, and part-time work. Industrial representatives, employers from federal, state and local governments, and various agencies as well as school administrators also visit the office, phone, write, wire giving information on jobs, company policy, aid to education, and request background information on seniors and former graduates.

Semi-accurate statistics indicate the following:

Incoming telephone calls	-	21,907
Incoming mail	-	79,311
Outgoing mail	-	761,245

PROFESSIONAL ACTIVITIES

(1) Members of the staff have made visits to the following companies during the year: Filene's; G. Fox & Co; International Business Machines; International Silver; Life Insurance Agency Mgt. Association; Plastic Corp; Raytheon; Scott Paper Co.; Union Carbide Corp.

(2) Mrs. Hardesty and Mr. Gailey made visits to the following placement offices: Boston University; Harvard; Jewish Vocational offices; Smith; University of Connecticut; University of Maine, Wellesley.

(3) Four staff members attended the New England State University Placement & Financial Aid Conference at the University of Maine.

(4) Four staff members attended the College Entrance Examination Board and College Scholarship Service meetings held on campus in January.

(5) Mr. Santner gave talks on financial aid at Amherst Rotary Club; Hadley P.T.A.; Mt. Greylock High School.

(6) Mr. Gailey completed the work for his M.A. in Education in February. Two other staff members are working towards advanced degrees.

(7) Mrs. Hardesty spoke on careers for women at Brooks Dorm; School of Education; Senior Women Meetings; Tri-Sigma Sorority.

(8) Mr. Gailey spoke on careers for business and liberal arts men at Gorman House; Greenough Dorm; Hills North; School of Business Administration; Senior Class of R.O.T.C. students; Senior Men Meetings; Sigma Phi Epsilon; Tau Kappa Epsilon.

(9) The Director and Mr. Siegrist attended a Work-Study Conference conducted by the U. S. Office of Education held in Boston, and Mr. Siegrist also attended a special conference of school administrators of Work-Study programs.

(10) The Director continued working with the College Placement Services in aiding predominantly negro colleges to develop and/or upgrade their placement services. He acted as advisor to team groups of placement personnel and industrial representatives making visits to Tuskegee Institute, Tuskegee, Alabama, and Knoxville College, Knoxville, Tennessee. Additional visits were made to the Atlanta University complex to follow up on previous recommendations.

(11) The Director and Mr. Siegrist attended the initial meeting of the Northeast Association of Student Financial Aid Administrators.

(12) Mrs. Hardesty attended a Home Economics meeting; the Eastern College Personnel Officers Conference (member of entertainment committee); atomic submarine base at Quincy, Mass.; Career Conference of Advertising Women at New York (took eight students to attend); national meeting of ASCUS (Association of School, College and University Staffing) at Boston (member of registration committee); New York State Civil Service Conference at Albany; ECPO Spring Workshop at Hartford, Conn. (with Mr. Gailey).

(13) The Director toured the Randolph Air Force Base in Texas on invitation from the Air Force.

(14) Mrs. Hardesty arranged for a United Airlines coffee hour for prospective stewardesses and airlines personnel held in the evening in the Student Union, and arranged for students to attend the Vocational Conference at the Connecticut Valley Museum at Springfield.

(15) Mr. Emery visited the Veterans Administration offices and the Selective Service offices in Boston to clarify regulations and improve coordination.

MAJOR ACCOMPLISHMENTS

A. Again revised and refined processing program for computing financial needs of students using the latest College Scholarship Service techniques. This work is coordinated with the Computer Research Center.

B. Devised contracts and administrative procedures for off campus Work-Study program working in coordination with the Treasurer's Office and the off campus agencies.

C. Developed new placement credential forms in booklet style complete with directions, job finding suggestions, etc.

D. Produced new manual and directives for part-time work and Work-Study programs.

E. Put draft exemption status information on data processing cards and improved procedures for informing draft boards of student attendance.

F. Continued coordination of financial aid programs with U.Mass-Boston. This included our preparing all award certificates and letters for them. Boston statistics are included herein although not shown separately, except for the Work-Study Program in Appendix E.

SPECIAL PROJECTS

A. Conducted an extensive research study of the 1966-67 recruiting season at the University including the use of the Placement Office by individual disciplines. It is hoped that all major portions of this study will be published.

B. Conducted a study of the use and acceptance of present practices in placement office by school personnel seeking teachers.

C. Produced new pamphlet on Financial Aid for Students.

FUTURE PLANS AND NEEDS

A. In the near future we will need an additional professional person to handle men's engineering and science career counseling and placement since the Director is still handling this and the volume of administration of the total services is making it increasingly difficult to give this segment of our student body the proper attention and service.

B. We must upgrade our clerical positions to retain the excellent personnel we now have.

C. Our equipment budget will have to be improved to get the typewriters we so badly need. We are still carrying typewriters twelve to fifteen years old and they are antiquated and cannot bear the burden of the heavy typing loads required in this office.

D. Our travel budget is woefully inadequate. Good career counseling and job placement takes place when placement officers and employers are well acquainted and understand one another's needs and problems, which can be accomplished through conferences and personal visits. Financial aid is still a new function in terms of changing methods, regulations, requirements and new innovations. These can only be learned through attendance by our staff at financial aid meetings and conferences.

Appendix A

STUDENT PART-TIME EMPLOYMENT

	Women Working	Men Working	Total Students Working	Total Earnings
1964-65	1,007	1,266	2,273 (to Apr.1)	$401,588. (to Apr.1)
1965-66	1,224	1,349	2,573 (to May 1)	$517,202. (to May 1)
1966-67	1,487	1,582	3,069 (to June 1)	$753,912. (to June 1)

$426,855 was earned by students from state funds
$327,057 was earned by students from all other trust funds through May

July 1, 1966 to June 30, 1967 (includes Work-Study)

	1967	1968	1969	1970	Stockbridge and Special	Grad. Student	Total
No. employed from each class	882	1248	947	599	41	435	4152

Total earnings in each class (including part-time 03 and trust funds, grants and Work Study Funds)

'67 - $230,572; '68 - $320,316; '69 - $178,364; '70 - $78,880;
Stockbridge & Special - $8,623; Grad.Students - $145,663;
Total - $962,418

Earnings	No. of Students	Percent Working
Percent and No. of students who earned over $600	344	8%
Percent and No. of students who earned over $500 but less than $600	154	4%
Percent and No. of students who earned over $400 but less than $500	219	5%
Percent and No. of students who earned over $300 but less than $400	478	11%
Percent and No. of students who earned over $200 but less than $300	443	10%
Percent and No. of students who earned over $100 but less than $200	788	19%
Percent and No. of students who earned less than $100	1,726	41%

Percent of total student body who had part-time employment = 30%

COLLEGE WORK-STUDY PROGRAM
UNDER HIGHER EDUCATION ACT OF 1965

1965-66	No. of students working on campus	No. of students working off campus	Total No. of students working under program
	185	6	191
	Total expenditure for work on campus	Total expenditure for work off campus	Total amt. earned by students under CWSP
	$47,121	$1,164	$48,285

JULY 1, 1966 - JUNE 30, 1967

Number of U.Mass-Amherst students working on campus	946	Total earned	$229,994.
Number of U.Mass-Amherst students working off campus	230	" "	$48,739.
Number of U.Mass-Boston students working on campus	178	" "	$89,503.
Number of U.Mass-Boston students working off campus	49	" "	$14,963.
Total Number of Work-Study students at Amherst and Boston campuses	1,403	" "	$383,199.

LOANS

	1964-65	1965-66	1966-67
A. University Loans - Short Term			
Number Granted	136	210	311
Total Amount	$19,881.00	$28,148.00	$42,555.00
Average Amount Granted	$146.00	$134.00	$137.00
B. University Loans- Long Term			
Number Granted	22	22	79
Total Amount	$6,900.00	$7,450.00	$21,630.00
C. National Defense Education Act Loans			
Number Granted	691	1,006	1,075
Total Amount	$453,075.00	$489,165.00	$506,546.00
Average Amount Granted	$655.00	$486.25	$470.74
D. Graduate & Foreign Student Loans (Graduate students also receive NDEA Loans)			
Number Granted	21	48	88
Total Amount	$1,645.00	$4,360.00	$7,945.00
E. Nursing Student Loans			
Number Granted	1	26	50
Total Amount	$450.00	$13,700.00	$18,700.00
F. Massachusetts Higher Education Loans (HELP Loans through commercial banks after appropriate clearance through Placement & Financial Aid Office)			
Number Granted	652	833	1,429
Total Amount	$272,562.00	$490,247.00	$1,146,242.00
Average Amount Granted	$418.00	$588.00	$802.00
TOTAL NUMBER OF ALL LOANS	1,523	2,145	3,032
TOTAL AMOUNT OF ALL LOANS	$754,513.00	$1,033,070.00	$1,743,618.00

SCHOLARSHIPS, GRANTS-IN-AID, AND UNDERGRADUATE ASSISTANTS

	1964-65	1965-66	1966-67
A. Entering Freshmen			
No. of entering freshmen applying	2,800	2,900	3,860
No. granted to freshmen	241	360	274
Total amount in Scholarships	$116,953.00	$119,749.00	$132,276.50
Total amount in Grants-In-Aid	$3,761.00	$2,382.00	$3,861.50
B. Upperclass			
No. of applicants for Scholarships and Grants-In-Aid	1,450	2,208	3,224
No. of awards made in amounts ranging from $50. to $1,300.	591	777	636
Total amount in Scholarships	$275,018.00	$193,931.00	$215,372.00
Total amount in Grants-In-Aid	$16,268.00	$12,812.00	$7,526.00
No. of Undergraduate Assistantships	324	293	192
Total amount in Undergrad. Assist.	$118,200.00	$111,950.00	$91,750.00
C. Summer Scholarships			
No. of awards	65	79	84
Amount of awards	$17,599.00	$13,250.00	$12,300.00
D. Total No. of applicants for scholarships	4,315	5,277	7,168
E. Total amount of scholarships, grants-in-aid and undergraduate assistantships	$474,111.00	$454,074.00	$463,086.00
F. Outside Scholarships			
No. of students receiving outside scholarships of which we are aware	1,176	2,096	2,203
Total amount of outside scholarships of which we are aware	$355,947.00	$415,183.00	$482,446.00

8 Graduate Students received	8 Outside Scholarships-amount		$ 3,995
7 Special Students received	7	" " "	$ 1,000
53 Boston Students received	58	" " "	$ 7,905
155 Students in Class of 1967 received	169	" " "	$ 35,318
264 " " " " 1968 "	322	" " "	$ 59,524
306 " " " " 1969 "	389	" " "	$ 65,722
,410 " " " " 1970 "	1635	" " "	$308,982

EDUCATIONAL OPPORTUNITY GRANTS
1966-1967

Number of awards	668
Total amount of awards	$232,462

VETERANS

Total Veterans Enrolled	1964-65	1965-66	1966-67
Veterans enrolled under Public Law 894 (Disabled Veterans)	0	3	4
No. of students enrolled under Public Law 634 (War Orphans)	50	69	77
No. of students enrolled under Public Law 358	0	0	667
No. of students enrolled under Public Law 674 (Pension)	0	0	56
Veterans Served	50	69	804

MILITARY DRAFT CERTIFICATION

This office serves as a registration center for male students reaching their 18th birthday. Some 250 students registered for the draft here this year.

Numbers of students for whom verification of status was processed for Local Boards

1964-65	1965-66	1966-67
4,169	6,500	7,000 (Approx.)

REPORT ON THE CLASS OF 1966

The following information relates to the after graduation plans of 1,470 members of the Class of 1966. Again, the number of unknowns seems excessive and we hope individual schools and departments will encourage senior students to report their plans to us as soon as known in order to improve this report and make the information more meaningful.

16% of the class, or 235 students, went on to further studies. Of these, 1 entered Dental School, 18 entered Law School, 2 entered Medical School, and 4 entered Theological Seminary.

Other facts to be noted are as follows: 20 entered the Peace Corps, 1 entered the VISTA Program, 52 received assistantships or fellowships ranging in amounts from $2,000 to $3,100. Fifty-four percent of the employed graduates are working in Massachusetts, 11% in Connecticut, and 12% are in New York State, while the remainder are located in 21 other states and overseas.

In the College of Agriculture, 14% (14 out of 99) went on to graduate school.

In the College of Arts & Sciences, 19% (163 out of 817) went on to graduate school and 9% (73 out of 817) accepted teaching positions.

In the School of Education, 65% (84 out of 129) accepted teaching positions.

In the School of Business Administration, 11% (16 out of 150) continued their education.

In the School of Engineering, 26 (20%) went on to further study with the majority (65%) accepting engineering positions.

In the School of Physical Education, 51% (25 out of 49) went into teaching and 4 went on to further study.

In the School of Home Economics, 11 went into teaching and 5 into home economist work.

In the School of Nursing, 18 out of 30 have gone into staff nursing.

In the Stockbridge School of Agriculture, 40% (76 out of 188) went on to further study.

NOTE: The Placement & Financial Aid Services is indebted to Miss Linda Brenner, Class of 1968, who has completed this study as part of her undergraduate assistantship work.

School of Home Economics		Further Study	Non-Teaching Jobs	Teaching	Military Service	Housewife, no other plans	Plans Pending or Seeking Jobs	Unknown
Male Grads	0	0	0	0	0	0	0	0
Female Grads	39	3	5	11	0	1	10	9
Total	39	3 (8%)	5 (14%)	11 (28%)	0	1 (2%)	10 (25%)	9 (23%)
School of Nursing								
Male Grads	0	0	0	0	0	0	0	0
Female Grads	30	5	18	0	4	1	1	1
Total	30	5 (17%)	18 (60%)	0	4 (14%)	1 (3%)	1 (3%)	1 (3%)
Department of Public Health								
Male Grads	12	3	2	0	1	0	0	6
Female Grads	15	1	12	0	0	0	1	1
Total	27	4 (15%)	14 (51%)	0	1 (4%)	0	1 (4%)	7 (26%)
Totals								
Male Grads	863	184	222	25	102	0	12	318
Female Grads	607	51	118	173	5	8	96	156
Total	1470	235 (16%)	340 (23%)	198 (14%)	107 (7%)	8 (1%)	108 (7%)	474 (32%)
GRAND TOTALS								
Graduates	1470	235 (15%)	340 (23%)	198 (14%)	107 (7%)	8(1%)	108 (7%)	474 (32%)

Professional Schools: Dental - 1; Law - 18; Medical - 2; Theological - 4. Peace Corps: 20. Vista: 1.

Stockbridge School of Agriculture		Further Study	Non-Teaching Jobs	Teaching	Military Service	Housewife, no other plans	Plans Pending or Seeking Jobs	Unknown
Male Grads	181	74	74	0	22	0	0	11
Female Grads	7	2	5	0	0	0	0	0
Total	188	76 (40%)	79 (42%)	0	22 (12%)	0	0	11 (6%)

CLASS OF 1966

		Further Study	Non-Teaching Jobs	Teaching	Military Service	Housewife, no other plans	Plans Pending or Seeking Jobs	Unknown
College of Agriculture								
Male Grads	92	12	19	5	12	0	1	43
Female Grads	7	2	2	0	0	0	1	2
Total	99	14 (14%)	21 (21%)	5 (6%)	12 (12%)	0	2 (2%)	45 (45%)
College of Arts & Sciences								
Male Grads	463	123	58	11	53	0	7	211
Female Grads	354	40	72	62	1	5	64	110
Total	817	163 (19%)	130 (16%)	73 (9%)	54 (7%)	5 (1%)	71 (9%)	321 (39%)
College of Education								
Male Grads	2	0	0	1	0	0	0	1
Female Grads	127	0	1	83	0	1	14	28
Total	129	0	1 (1%)	84 (65%)	0	1 (1%)	14 (11%)	29 (22%)
School of Physical Education								
Male Grads	26	4	2	8	0	0	1	11
Female Grads	23	0	1	17	0	0	3	2
Total	49	4 (8%)	3 (7%)	25 (51%)	0	0	4 (8%)	13 (26%)
School of Business Administration								
Male Grads	140	16	59	0	27	0	3	35
Female Grads	10	0	5	0	0	0	2	3
Total	150	16 (11%)	64 (43%)	0	27 (18%)	0	5 (3%)	38 (25%)
School of Engineering								
Male Grads	128	26	82	0	9	0	0	11
Female Grads	2	0	2	0	0	0	0	0
Total	130	26 (20%)	84 (65%)	0	9 (7%)	0	0	11 (8%)

PEACE CORPS

1966 Graduates

Men

Allen, James H. - Agriculture & Food Economics

Cormier, Leo F. - Dairy Technology

Fiskaali, Frederick J. - Government

Goodman, Peter W. - English

Hopkins, Peter J. - Management

Jez, Peter J. - Spanish

Lewis, Stephen H. - Psychology

Morin, Lee R. - History

O'Donnell, Charles T. - Government

Robertson, Bernard J. - History

Spang, John T. - Forestry & Wildlife Management

Whitaker, Tod W. - Anthropology

Women

Anderson, Mary P. - Government

Clines, Janet - Government

Duffin, Deborah C. - History

Footlit, Jean D. - Government

Holtzman, Carol A. - Speech

Mueller, Flora M. - History

Tolland, Jean M. - History

Williams, Janice G. - Zoology

VISTA

Women

Jordan, Ann E. - Sociology

Class of 1966

Name	Major	Grants	Institution	Amount
Belanger, Michael G.	Physics	Assistantship	Univ. of Massachusetts	
Berkowitz, Susan E.	Home Economics	Assistantship	Pennsylvania State Univ.	$2070. + 4 term tuition
Bernstein, Roberta	German	Woodrow Wilson Fellowship	Columbia University	2000.
Berube, Denis E.	Zoology	Assistantship	Univ. of Massachusetts	2400.
Bialy, Stanley C.	Mechanical Engineering	Assistantship	Univ. of Massachusetts	
Bombardier, Gary E.	Government	Teaching Assistantship	Harvard University	
Brown, Jeanne I.	Mathematics	Chancellor's Teaching Fellowship	U.C.L.A.	2400.
Bugel, Leonard G.	Mechanical Engineering	Assistantship	Univ. of Massachusetts	
Ciappenelli, Donald J.	Chemistry	NDEA Fellowship	Brandeis University	
Cohen, Alan S.	Industrial Engineering	NDEA Fellowship	Northwestern Univ.	
Davison, Robert I.	Civil Engineering	Fellowship	Tufts University	
Demars, Kenneth R.	Civil Engineering	Assistantship	Univ. of Massachusetts	
Dintino, Joseph F.	Chemical Engineering	Assistantship	M.I.T.	
Dunleavy, Brian E.	Chemical Engineering	Fellowship	R.P.I.	
Farber, Terrance A.	Chemistry	Teaching Assistantship	Univ. of Nebraska	2800.
Fauth, Curtis J.	Chemical Engineering	Assistantship	Case Institute of Technology	$580/mo

Gaffney, Harry D.	Chemistry	Teaching Assistantship	Wayne State Univ.	
Galloway, Kathleen M.	Psychology	Assistantship	Rutgers Univ.	
Glover, John D.	Electrical Engineering	NSF Fellowship	M.I.T.	
Greenquist, Alfred C.	Chemistry	Teaching Fellowship	Univ. of Delaware	$2200.
Hanson, John R.	Mechanical Engineering	Fellowship	Yale Univ.	
Harper, Roger H.	Accounting	Assistantship	Univ. of Massachusetts	
Hewitt, Raymond G.	Mathematics	Fellowship	Univ. of Massachusetts	2500.
Holcomb, Norman C.	Accounting	Assistantship	Univ. of Massachusetts	
Hollywood, George L.	Psychology	Assistantship	Lehigh University	
Janas, Thomas	Psychology	Assistantship	Univ. of Tennessee	
Jordan, Dean A.	Mathematics	Fellowship	Univ. of Pennsylvania	
Klein, Susan F.	Public Health	Fellowship	Yale University	
Kozik, Robert J.	Civil Engineering	Assistantship	Univ. of Massachusetts	
Krause, Daniel	Physics	Assistantship	Univ. of Massachusetts	3100.
Kwader, Alex	Mechanical Engineering	NASA Fellowship	Carnegie Institute of Technology	
Lysenko, Walter P.	Physics	Fellowship	Yale University	
Mandell, John F.	Civil Engineering	Fellowship	Case Institute of Technology	
Manning, Alan W.	Civil Engineering	Assistantship	Univ. of Massachusetts	
May, Richard K.	Management	Teaching Assistantship	Univ. of Massachusetts	
Morrison, William J.	English	Assistantship	Northeastern Univ.	

Noble, Ann	Food Science & Technology	Fellowship & NDEA	Univ. of Massachusetts	$2900
Novack, David R.	Sociology	National Institute of Mental Health Fellowship	N.Y.U.	
Pietraszek, Thomas F.	Economics	Assistantship	Northeastern Univ.	
Searleman, Bruce E.	Economics	NDEA Fellowship	Univ. of Rochester	
Shea, Thomas E.	Electrical Engineering	A.E.C. Fellowship	Rensselaer Polytech.	
Sherk, Kenneth L.	Chemistry	Grant	Univ. of Massachusetts	3000
Smithers, David A.	Chemistry	Assistantship	Pennsylvania State	
Stein, Paul B.	Chemistry	Teaching Fellowship	Univ. of Oregon	
Strange, Richard R.	Physics	Assistantship	Univ. of Massachusetts	
Teixeira, Arthur A.	Mechanical Engineering	Assistantship	Univ. of Massachusetts	
Tracton, Martin S.	Physics	N.S.F. Fellowship	M.I.T.	
Valencia, Mark J.	Geology	Assistantship	Univ. of Texas	
Vogel, Francie E.	Psychology	VRA Grant	Wayne State Univ.	
Walder, Donald A.	Civil Engineering	Assistantship	Univ. of Massachusetts	
Woodle, Alexander	Geology	Assistantship	Univ. of South Carolina	

LOCATION OF NON-TEACHING EMPLOYMENT BY STATES

State	Women	Men	State	Women	Men
California	2	1	New Jersey	2	5
Connecticut	9	26	New York	15	43
Delaware	0	1	Ohio	0	5
Florida	0	3	Pennsylvania	0	5
Idaho	0	1	Rhode Island	0	1
Illinois	0	1	Texas	1	0
Maine	1	1	Vermont	0	1
Maryland	5	6	Virginia	3	1
Massachusetts	63	93	Washington, D.C.	7	8
Michigan	0	2	West Virginia	1	0
New Hampshire	0	5	Foreign (including Peace Corps)	9	12

LOCATION OF TEACHING EMPLOYMENT BY STATES

State	Women	Men	State	Women	Men
California	4	0	New York	7	0
Connecticut	24	0	North Carolina	1	0
Georgia	1	0	Ohio	2	0
Maryland	1	0	Pennsylvania	1	0
Massachusetts	112	24	Rhode Island	3	0
Michigan	1	0	Vermont	3	I
Missouri	1	0	Washington	1	0
New Hampshire	3	0	Washington, D.C.	1	0
New Jersey	1	0	Foreign	6	0

TOTAL LOCATION OF EMPLOYMENT BY STATES

California	6	1	New Hampshire	3	5
Connecticut	33	26	New Jersey	3	5
Delaware	0	1	New York	22	43
Florida	0	3	North Carolina	1	0
Georgia	1	0	Ohio	2	5
Idaho	0	1	Pennsylvania	1	5
Illinois	0	1	Rhode Island	3	1
Maine	1	1	Texas	1	0
Maryland	6	6	Vermont	3	2
Massachusetts	175	117	Washington	1	0
Michigan	1	2	Washington, D.C.	8	8
Missouri	1	0	West Virginia	1	0
			Foreign (including Peace Corps)	15	12

Type of Position	Majors	Women		Men	
		High	Low	High	Low
Accountant					
Accounting & Control	Accounting			$7200.	
Accounting Supervisor	"			6000.	
Accounting Trainee	"			6000.	
Industrial Accountant	"			7200.	
Junior Accountant	Management & Accounting			7200.	6900.
Staff Accountant	Accounting	6890.		7200.	5820.
Tax Dept. of Bank	"			6200.	
Advertising & Public Relations	English			6480.	
Analyst					
Junior Budget Analyst	General Business & Finance			6460.	
Junior Systems Analyst	Mathematics			7644.	
Marketing Analyst	Psychology	6660.			
Mathematics Analyst	Mathematics	7400.			
Systems Analyst	"	7800.			
Airline Stewardess	History	4200.			
Auditor					
Field Auditor	Accounting			6240.	
Bank Work					
Bank Clerk	Pre-med.	5200.			
Data Processing, Programmer	Accounting	5600.			
Loan Officer Trainee	Government			7200.	
Management Trainee	General Business & Finance			6480.	
Business Management Assistant	Management			6180.	
Buyer, Assistant	Government			5220.	
Chef	General Business & Finance			7000.	
Chemist	Chemistry	5980.		7800.	
Computer Work					
Computer Programmer	Mathematics & Accounting			7800.	6900.
Computer Systems Operator	Food Economics			5181.	
Credit Manager	General Business & Finance			7020.	
Data Processing	Accounting	5600.		7176.	
Department Store	General Business & Finance			6032.	
Director of Men's Housing & Placement, Bloomfield College, N.J.	Government			4800.	+ Room & Board

Type of Position	Major	Women		Men	
		High	Low	High	Low
Engineer					
Chemical					
Chemical Engineer	Chemical Engineering	7900.		8700.	7908.
Process Engineer	"			8100.	
Research Development	"			9000.	
Systems Analyst	"			7500.	
Civil					
Civil Engineer	Civil Engineering			8280.	7008.
Consulting Engineer	"			$3.50/hr.	7200.
Field Engineer & Ass't Superintendant	"			8760.	
Highway Trainee	"			7512.	7500.
Hydraulic Engineer Trainee	"			6240.	
Junior Civil Engineer	"			7368.	7008.
Management Training Program	"			7800.	
Methods Time Standards Technician	"			7200.	
Electrical					
Advanced Production Engineer	Electrical Engineering			8640.	8040.
Design & Development	"			9192.	9000.
Electrical Engineer	"			9000.	7680.
Field Engineer	"			8400.	
I.B.M.	"			7680.	
Missile Systems Division	"			8340.	
Physical Plant	"			8400.	7994.
Process Instrumentation Engineer	"			8100.	
Systems Engineer	"			11,400.	
Technical Staff	"			8640.	
Industrial					
Methods & Work Measurement Specialist	Industrial Engineering			7248.	
Production Management	"			8500.	
Mechanical					
Analytic Engineer	Mechanical Engineering			8580.	
Design Engineer	"			9000.	7908.
Experimental Engineer	"			8160.	7800.
Mechanical Engineer	"			8700.	7992.
Plant Engineer	"			8040.	
Project Engineer	"			7920.	
Technical Engineer	"			8400.	
Trainee	"			7320.	
ngineering	Other Majors				
Engineer	Physics			7752.	
Engineering Aide	Mathematics	6504.			
Engineering Radiation	Physics			7920.	
Junior Industrial Engineer	Management			6240.	
Missile Systems Engineer	Mathematics	8040.			
Training Engineer	Physics			8296.	
xecutive Trainee, Dept. Store	Home Economics & History	4840.		6024.	
armer, Poultry	Animal Science			4800.	
ood Service					
Can Company	Food Science & Technology			7800.	

Type of Position	Major	Women		Men	
		High	Low	High	Low
Food Corporation	Home Economics	2400.			
Ass't. Manager Trainee to Food Corps	Restaurant & Hotel Management			6600.	
Grader, Processed Fruits & Vegetables	Botany	5181.			
Four - H Club Agent	Government	5400 +			
I.B.M.					
Computer Programmer	Mathematics			7800.	
Junior Systems Analyst	"			7644.	
Programmer	"			7440.	
Systems Engineer	"			7800.	7680.
Insurance Work					
Computer Programmer	History & Mathematics	6200.	5800.		
Field Auditor	Accounting			6240.	
Insurance Programmer	Psychology	5800.			
Management Trainee	General Business			6192.	
Office Supervisor Trainee	Sociology	6150.			
Underwriter	English	5100.			
Library Work	English			4650.	
Library Assistant	English & Management	9880.	4000.		
Management					
Financial Management Trainee	Accounting & General Business & Finance & Government			7440.	6720
Management Trainee	Economics & Management & General Business & Finance			7800.	6192
Personnel Mamagement Ass't.	Management	5331.			
Marketing Research	Government	$80./wk + $250./wk. expense account			
Nurse	Nursing	6700.	4212.		
Paper Company	Forestry & Wildlife Management			7200.	
Production Supervisor	General Business & Finance			7680.	
Programmer Trainee	Management			7200.	
Programmer	Elementary Educ.	6200.			
Publishing Work					
Ass't. Editor & Secretary for a Journal	Sociology	3432.			
News Ass't. - Dow Jones Co.	Government	5300.			
News Reporter	English			5772.	
Production Ass't.	English	3800.			
Programmer Trainee	Mathematics	5200.			
Technical Writer	English			8040.	

Type of Position	Major	Women		Men	
		High	Low	High	L
Research					
Biological Research Ass't.	Microbiology			6000.	
Research Ass't.	Zoology & Botany	4500.	4408.		
Research Ass't., Neurochemistry	Public Health	4680.			
Technical Ass't., Strep. Lab	Microbiology	5200.			
Trainee, Mass. Heart Assoc.	Public Health	5000.			
Sales					
Dealer Sales	General Business & Finance			7200.	
District Representative	Public Health			7200.	
Salesman	English			7596.	
Sales Manager	Government			9000.	
Sales Representative	Government & Animal Science			6900.	6
Travelling Salesman	Speech			5400.	
Technical Sales	Marketing			6900.	
Social Worker	English	5000.			
Telephone					
Management Trainee	Economics	6900.	6200.		
Senior Technical Aide	Mathematics	6900.			
Service Advisor	Speech	5460.			
Service Representative	Sociology	4160.			
Staff Office Ass't.	Government	5100.			
Supervisory Ass't.	History			6960.	6
T.V. Operations	History	$1.50/ hr.			
U.S. Government					
Administrative Analyst for Thru-Way Authority	History			6300.	
Caseworker for Welfare	Psychology	5096.			
Civil Accounting & Auditing	Accounting			6890.	
Claims Examiner	Government			5200.	5
Intelligence Research Specialist	English & Government	6000.		6276.	
Internal Revenue Agent	Accounting	6890.		6890.	6
NSA	Mathematics & History & Government & German	7729.	6451.	6300.	6
Psychologist	Psychology	5330.			
Public Administration Intern	Government			6000.	
Recreation Specialist	History	5180.			
Research Ass't., State Board of Equalization & Assessment	Government	6300.			
Security Analyst	Spanish	6269.			
Social Security Board	Sociology			6269.	

TEACHING

Type of Position	Major	Women High	Women Low	Men High	Men Low
Art	Art	5400.	5100.		
Science		El.Ed.	Home Ec.		
General	Elementary Education & Home Economics	5100.	5000.		
Specific	Zoology	6500.	5000.		
Elementary, all grades	Elementary Education	6300-6500.	4500.		
Elementary French	Government & French	5950.	5000.(Govt. & French)		
Elementary Physical Education	Physical Education	5000.			
Elementary Math & Science	Elementary Education	5100.			
Secondary			4800.		
English	English	5785.	2100.		
French	French	5500.	5000.		
History	History	5200.	5000.		
Home Economics	Home Economics	5640.	5200.		
Mathematics	Mathematics	5400.	5000.		
Physical Education	Physical Education	6310.	5000.		
Spanish	Spanish	5600.	4680.		
Nursery School, Assistant Teacher	Home Economics	2800.			
Piano Teacher	English	$4.50/hr.			
Pre-Kindergarten	Home Economics	6400.			
Pre-School	Home Economics	4800.			

NUMBERS OF SENIORS WHO REGISTERED WITH THE PLACEMENT OFFICE

College of Agriculture		Registered
Male grads	92	36
Female grads	7	4
Total	99	40

College of Arts & Sciences		Registered
Male grads	463	302
Female grads	354	278
Total	817	580

School of Education		Registered
Male grads	2	1
Female grads	127	125
Total	129	126

School of Physical Education		Registered
Male grads	26	16
Female grads	23	21
Total	49	37

School of Business Administration		Registered
Male grads	140	127
Female grads	10	10
Total	150	137

School of Engineering		Registered
Male grads	128	122
Female grads	2	2
Total	130	124

School of Home Economics		Registered
Male grads	0	0
Female grads	39	24
Total	39	24

School of Nursing		Registered
Male grads	0	0
Female grads	39	28
Total	39	28

Department of Public Health		Registered
Male grads	12	7
Female grads	15	14
Total	27	21

Stockbridge		Registered
Male grads	181	24
Female grads	7	0
Total	188	24

TOTAL REGISTERED

Men	635
Women	506
Total	1141

ANNUAL REPOR

OFFICE OF ADM SIO NS D RECORDS

JULY 1, 196 - JUNE , 1967

1. Expenditures and Appropriations

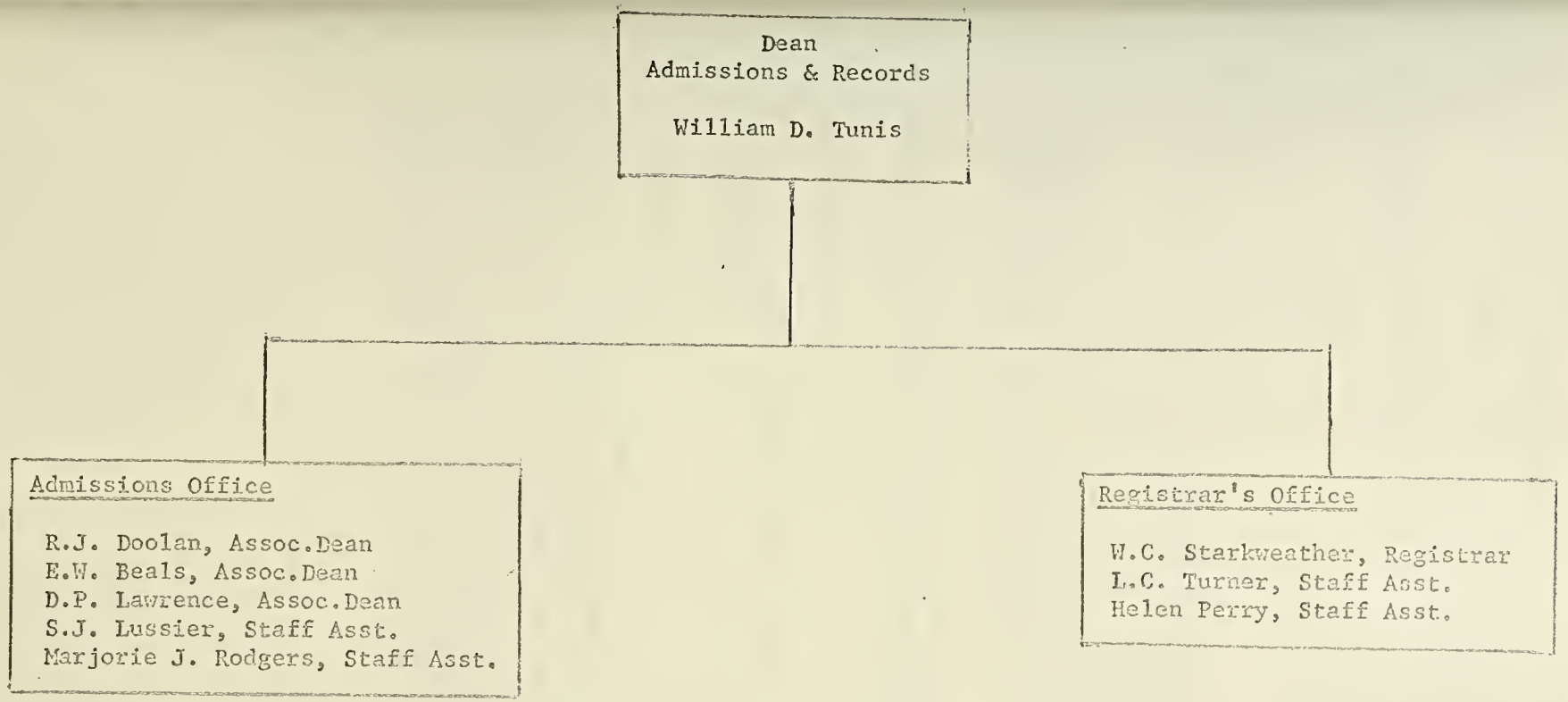
Purpose	Expenditures 1965	Expenditures 1966	Allotment 1967
01 Salaries, Permanent	----	----	----
02 Salaries, Other	----	----	----
03 Services, Non-Empl.	11,347.00	10,000.00	10,440.00
10 Travel	2,825.00	3,582.00	3,350.00
11 Advert. & Print	1,800.00	3,927.00	4,500.00
12 Maint. & Repro.	170.00	670.00	700.00
13 Special Supplies	2,700.00	10,000.00	11,000.00
14 Office & Admin.	5,380.00	10,000.00	8,055.00
15 Equip.	3,200.00	500.00	680.00
16 Rentals	5,360.00	6,000.00	6,000.00
Totals	33,282.00	45,694.00	44,725.00

2. Personnel

	1964	1965	1966
Dean of Admissions & Records	1	1	1
Associate Dean of Admissions	2	3	3
Asst. Dean of Admissions	1	0	0
Registrar	1	1	1
Staff Assistant (Recorder)	1	1	1
Staff Assistant (Asst. to Registrar)	-	1	1
Staff Assistant (Admissions)	0	0	2
Principal Clerk		0	0
Head Clerk	0	0	1
Senior Clerk-Steno	2	2	2
Senior Clerk-Typist	1	3	3
Junior Clerk-Steno	4	4	7
Junior Clerk-Typist	6	7	9
Statistical Machine Operator	0	0	1

3. Organization of Office of Admissions and Records

Dean of Admissions and Records - 1
Associate Dean of Admissions - 3
Registrar - 1
Staff Assistant (Recorder) - 1
Staff Assistant (Assistant to Registrar) - 1
Staff Assistant (Admissions) - 2
Head Clerk - 1
Senior Clerk-Steno - 2
Senior Clerk-Typist - 3
Junior Clerk-Typist - 9
Junior Clerk-Steno - 7
Statistical Machine Operator - 1


Dean
Admissions & Records
William D. Tunis
Admissions Office
R.J. Doolan, Assoc.Dean
E.W. Beals, Assoc.Dean
D.P. Lawrence, Assoc.Dean
S.J. Lussier, Staff Asst.
Marjorie J. Rodgers, Staff Asst.
Registrar's Office
W.C. Starkweather, Registrar
L.C. Turner, Staff Asst.
Helen Perry, Staff Asst.

4. Students or Clientele Served

See Appendix I, Annual Report of Admissions and Records

5. Faculty Publications

None

6. Major Accomplishments

Applications for admission to the freshman class numbered approximately 17,500. Transfer applicants numbered 2,000.

Preselection in college admissions at the University of Massachusetts using methods of data processing and multiple variable prediction enabled a staff of four admission officers to efficiently process 17,500 freshman applications and admit a class of 3,000 highly qualified applicants at Amherst.

Total contacts in the Admissions Office (applications, College Board scores, and interviews) numbered 100,000.

7. Special Projects

See Appendix I, Annual Report of Admissions and Records (pages 2-6)

8. Personnel Needs

Junior Clerk-Stenographer (2), Senior Clerk (1), 2 Staff Assistants (1 Admissions and 1 Records). In order to handle the increased number of applications and the record keeping functions efficiently, it is essential that an orderly expansion of the clerical staff in the Admissions and Records Office be planned for the future. As the size of undergraduate classes increase, the amount of work relating to maintenance of permanent record cards increases. These positions are needed in the Office of Admissions and Records.

Appendix I

UNIVERSITY OF MASSACHUSETTS

Annual Report of Admissions and Records 1966

I A. Membership of The Board of Admissions and Records

G.A. Cannon	College of Arts and Sciences
G. Gordon	College of Arts and Sciences
V.P. Helming	College of Arts and Sciences
F.P. Jeffrey	College of Agriculture
H.T. Allan *	School of Business Administration
R.O. Ulin	School of Education
J.S. Marcus *	School of Engineering
Mrs. R.C. Boicourt	School of Home Economics
Miss M.E. Gilmore *	School of Nursing
A.F. Barber	School of Physical Education
E.L. Davis *	Graduate School
Dr. R.W. Gage	Health Service
J.A. Southworth	Counseling and Guidance Office
W.C. Starkweather, Secretary	Office of Admissions and Records
W.D. Tunis, Chairman	Office of Admissions and Records

* Elected member of The Faculty Senate.

B. Admissions and Records Office Professional Staff

W.D. Tunis	Dean of Admissions and Records
R.J. Doolan	Associate Dean of Admissions
E.W. Beals	Associate Dean of Admissions
D.P. Lawrence	Associate Dean of Admissions
W.C. Starkweather	Registrar
Mrs. Helen M. Perry	Recorder
L.C. Turner	Assistant to the Registrar
Mrs. Marjorie J. Rodgers	Staff Assistant (Admissions)
S.J. Lussier	Staff Assistant (Admissions)

II Summary of activities of The Board of Admissions and Records

A. Student Petitions

Petitions	Granted	Denied
Re-admission	27	69
Senior credits in absentia	10	0
Waiver of a graduation requirement	1	2
Permission to graduate with cumulative average under cutting point of former class	5	5
Waiver of 10 semester rule	5	3
Request for graduation with honors with less than 60 credits in residence	0	1
Waiver of Entrance Requirement	5	9
Request for Change of Grade	0	2

B. General policies voted by The Board of Admissions and Records

1. A student with a cumulative average below 2.0 is not to be reassigned to a lower class prior to his seventh semester, when, through credit deficiency, it becomes apparent that he cannot graduate with his entering class. Readmitted students are assigned to a new class, as appropriate.

2. The subject of the interpretation of "final 60 semester hours" necessary for eligibility for honors was reviewed. The Board agreed with the Office of Admissions and Records interpretation that summer work interspersed between 60 semester hours of residence did not void eligibility as long as the terminal semester is in residence. The Board chose to handle cases where a terminal semester is approved following 60 hours of work, on an individual basis.

3. A degree in absentia should have prior approval by the student's Academic Dean and the Registrar.

4. The general policy for the readmission of students dismissed for scholastic deficiency was changed. The statements which stipulated that dismissed students are normally readmitted only in January and that enrollment in the fall semester is restricted was deleted. This change in policy makes summer enrollment optional and the controlling readmission factor is one semester's absence.

5. The Board reaffirmed the present policy on the 11 semester limitation, agreeing that a student who maintains the graduation average, but needs additional enrollment to complete subject matter requirements for the degree, may be allowed to continue enrollment without special petition for additional time.

III An analysis of the applicants to The University of Massachusetts electing The Candidate Reply Date, Spring, 1965; Spring 1966*

The Candidate Reply Date is established as a "gentlemen's agreement" by some member institutions of The College Entrance Examination Board. The purpose of this date is to give candidates for admission ample time and opportunity to explore and hear from colleges and universities of their choice without pressure for a decision. The date is set for the first Monday in May and allows a two week period for those institutions that make their admissions decisions in mid April. The University of Massachusetts has subscribed to The Candidate Reply Date for a number of years. Each candidate who is accepted before the middle of April is given the opportunity to either accept the offer of admission or notify The University of his desire to wait until May. During the admissions years of 1964-65, 1965-66 each of these candidates was asked to complete a return post card indicating this choice of the reply date and the other institutions in which he was interested.

The purpose of this two-year study was to determine: (1) The number of these candidates who enter The University, and (2) Those colleges and universities the candidates indicated as other choices.

Summary

1. Approximately 17% of the total applicant population to the University of Massachusetts elects the Candidate's Reply Date.

2. The median candidate, electing the Candidate's Reply Date is above the median applicant and the median entrant to the University in the academic criteria of SAT-V, SAT-M, and Class Rank.

3. Approximately one-third of the applicants electing the Candidate's Reply Date enter the University.

4. This ratio of one-third is applicable to both male and female applicants and is true for the College of Arts and Science and for the School of Education. The ratio is slightly lower for the School of Engineering and higher for the other Schools and Colleges at the University.

5. Although a broad range of colleges and universities were listed first by the Candidate's Reply Date group, about 70 % of the total applicant population listed only 19-20% of all the schools, and about 55% listed only 11% of all the schools. These schools, in general, are the highly competitive colleges or universities located in the northeastern region of the United States.

6. The Massachusetts State Schools do not represent a significantly large percentage of the total Candidate's Reply Date group. Combined with the five other New England State Universities, the resultant total does represent about 20-25% of the total Canddate's Reply Date group with some increasing trend for the male applicant.

* "An analysis of the applicants to The University of Massachusetts electing the Candidate Reply Date Spring 1965; Spring 1966" by Robert J. Doolan is available from The Office of Admissions and Records.

IV Community College Transfers

It is the policy of The University to accept all qualified transfer applicants from Massachusetts Regional Community Colleges. Qualified applicants are defined as students who have completed the two year liberal arts transfer program with a high C average and have the full recommendation of the academic personnel at the community college.

In order to plan adequate places for community college transfers in the future, The Office of Admissions and Records again surveyed the existing community colleges and requested estimates on numbers of qualified applicants who will be seeking admission to The University through 1975. The data are presented in the following table:

Ten Year Estimate-Number Entering[1]
From
Community Colleges
To
University of Massachusetts-Amherst
1965-1975

ommunity ollege	1965[2]	1966[2]	1967	1968	1969	1970	1971	1972	1973	1974	1975
erkshire (Pittsfield)	22	42	50	60	70	80	90	100	100	100	100
ristol	--	--	--	5	15	25	30	40	50	60	70
ape Code (Hyannis)	13	21	25	30	35	40	45	50	55	60	65
reenfield	19	23	30	35	40	45	50	55	60	65	70
olyoke	36	58	70	80	90	100	100	100	100	100	100
ass.Bay (Boston)	32	79	80	90	100	100	100	100	100	100	100
assasoit	--	--	--	5	15	25	30	40	50	60	70
t.Wachusett (Gardner)	--	22	25	30	35	40	45	50	55	60	65
ewton (3)	7	15	20	20	25	25	30	30	35	40	45
orth.Essex (Haverhill)	10	26	30	40	50	60	70	80	90	100	100
orth Shore (Beverly)	--	4	15	20	25	30	40	50	60	70	80
uincy (3)	3	12	15	15	20	20	25	25	30	30	40
uinsigamond (Worcester)	10	33	40	50	60	70	80	90	100	100	100
Total	152	335	400	480	580	660	735	810	885	945	1005

1) Former estimates based on number accepted
2) Actual enrollment figures
3) City-operated colleges

Detailed reports on the performance of community college transfer students are available in the Office of Admissions and Records.

V Geographical Distribution of Non-Resident Students

OTHER STATES:		FOREIGN COUNTRIES:		
Alabama	1	Brazil		1
Alaska	1	Canada		1
Arizona	1	China	(2)	4
California	4	Ecuador		1
Connecticut	69	Ethiopia		1
Delaware	6	Finland	(1)	1
Florida	4	France	(1)	1
Georgia	2	Ghana		2
Hawaii	2	India	(1)	1
Illinois	10	Iran		1
Kentucky	2	Ireland	(1)	1
Maine	8	Israel	(1)	2
Maryland	18	Malawi		9
Michigan	2	Spain	(1)	1
Mississippi	1	Uganda		1
Nevada	1	Vietnam		1
New Hampshire	15	West Cameroon		1
New Jersey	203			
New York	336			
North Carolina	1			
Ohio	10			
Oklahoma	1			
Oregon	1			
Pennsylvania	37			
Rhode Island	9			
Tennessee	1			
Virginia	14			
Vermont	11			
Washington, D.C.	4			
Canal Zone	1			

Note: Numbers in parenthesis indicate part-time students

VI Other Activities

1. During the calendar year 1966, the office mailed out a total of 216,202 letters.

2. In an effort to cooperate with secondary school officials and students concerning pre-college counseling, the Admissions Office Staff visited during the fall every public secondary school in the Commonwealth and as many private and parochial schools as staff and time feasibly permitted. In may additional private and parochial schools were visited.

3. The Admissions Staff published its initial edition of an Admissions Newsletter and sent copies to guidance personnel at every high school in the Commonwealth. The content concerned admissions and enrollment trends and characteristics. It is the expectation of the Admissions Staff to publish periodically future editions of the Newsletter.

1. ADMISSIONS

A. Admissions Data Class 1970 and Trends

1. Total Freshman Completed Applications

	Men	Women	Total
Sept. 1957	3,021	1,717	4,738
Sept. 1958	3,547	1,861	5,408
Sept. 1959	3,286	1,876	5,162
Sept. 1960	3,668	2,271	5,939
Sept. 1961	4,029	2,492	6,521
Sept. 1962	4,271	2,659	6,930
Sept. 1963	4,408	3,139	7,547
Sept. 1964	6,681	5,188	11,867
Sept. 1965	6,306	5,493	11,799
Sept. 1966	8,237	6,597	14,834

2. Freshman Students Accepted and Enrolled

	Men	Women	Total
Sept. 1957	730	536	1,266
Sept. 1958	828	538	1,366
Sept. 1959	1,135	703	1,838
Sept. 1960	1,009	716	1,725
Sept. 1961	1,229	689	1,918
Sept. 1962	1,155	767	1,922
Sept. 1963	1,287	999	2,286
Sept. 1964	1,318	1,274	2,592
Sept. 1965	1,407	1,215	2,622
Sept. 1966	1,599	1,355	2,954

3. New Freshmen (not including transfer, former students or those demoted)

Class	Selected		Paid		Paid and Withdrawn		Paid less those Withdrawn	
	M	W	M	W	M	W	M	W
1963	1775	1236	1318	895	263	194	1055	701
1964	1728	1202	1232	895	280	189	952	706
1965	2178	1171	1444	880	298	198	1146	682
1966	2127	1318	1400	1007	304	249	1096	758
1967	2421	1757	1519	1287	318	281	1201	997
1968	2373	2132	1516	1670	395	340	1121	1330
1969	2762	2214	1822	1545	486	346	1336	1199
1970	3790	2961	2144	1744	515	389	1599	1355

4. Per cent of loss based upon the number selected

Class	Men	Women
1962	42	37
1963	40.6	43.3
1964	44.9	41.3
1965	47.4	41.8
1966	48.9	42.4
1967	50.4	43.2
1968	52.8	37.7
1969	51.6	45.8
1970	57.8	54.2

3. Comparison Median Scores Classes of 1966, 1967, 1968, 1969 and 1970

Verbal					Numerical				
1966	1967	1968	1969	1970*	1966	1967	1968	1969	1970*
534	542	558	567	547	569	571	582	593	577

* Adjusted Scores. For previous classes the high scores were used in determining median scores. The median high scores for the class of 1970 are Verbal 561, Numerical 592.

b. High School Rank (Class of 1969)

	Total		Males		Females	
	N	%	N	%	N	%
1-5%	503	17.8	162	10.7	341	25.9
6-10%	528	18.6	187	12.4	341	25.9
11-15%	455	16.1	228	15.1	227	17.2
16-20%	351	12.4	195	12.9	156	11.8
21-25%	274	9.7	175	11.6	99	7.5
26-35%	345	12.2	236	15.6	109	8.3
36-50%	225	7.9	195	12.9	30	2.3
51-75%	102	3.6	90	5.9	12	0.9
76-99%	50	1.8	46	3.0	4	0.3
Total	2833		1514		1319	

c. Medians - Class of 1970 (Special Summer - January)

	Total	Males	Females
CEEB - Verbal	509	506	513
CEEB - Mathematics	536	555	518

B. Admissions Data Transfers September 1966 and Trends

1. Completed Applications and Trends

	Completed Applications		Accepted and Enrolled	
	Men	Women	Men	Women
Sept. 1959	518	152	99	17
Sept. 1960	499	144	77	22
Sept. 1961	677	201	172	23
Sept. 1962	784	270	173	33
Sept. 1963	854	668	195	79
Sept. 1964	1006	452	233	114
Sept. 1965	1332	704	196	87
Sept. 1966	1582	874	451	231

2. Transfers Accepted

	1967	1968	1969	1970	Total
Men	3	210	213	25	451
Women	1	141	78	11	231
Total	4	351	291	36	682

C. Admissions Data Former Students September 1966 and Trends

	Men	Women
Former students who re-entered Sept. 1958	78	8
Former students who re-entered Sept. 1959	68	16
Former students who re-entered Sept. 1960	83	14
Former students who re-entered Sept. 1961	68	25
Former students who re-entered Sept. 1962	106	32
Former students who re-entered Sept. 1963	127	21
Former students who re-entered Sept. 1964	205	45
Former students who re-entered Sept. 1965	147	55
Former students who re-entered Sept. 1966	209	135

D. Admissions Data (Transfers, Re-Entering, Swing Shift) Spring Semester 1965-66

	1966	1967	1968	1969	1970	Total
Men	21	28	82	283	19	433
Women	9	24	23	190	5	251
Total	30	52	105	473	24	684

Swing Shift Freshmen	271
New Freshmen	15
Transfers	
Class 1967	12
Class 1968	21
Class 1969	24
Class 1970	2
Former Students Returning	
Class 1966	30
Class 1967	40
Class 1968	84
Class 1969	178
Class 1970	7
Total New Students Spring Semester	684

2. UNDERGRADUATE REGISTRATION AND TRENDS

A. Undergraduate Registration September 1966

Class	1967		1968		1969		1970		Total		
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Total
griculture	127	5	133	6	176	11	143	19	579	41	620
rts and Sciences	608	431	740	717	783	720	918	859	3049	2727	5776
usiness Administration	226	24	239	23	311	25	187	8	963	80	1043
ducation	5	172	8	228	8	248	6	165	27	813	840
ngineering	179	---	235	4	242	1	273	5	929	10	939
ome Economics	1	46	1	97	---	122	---	102	2	367	369
ursing	---	37	---	55	1	73	---	89	1	254	255
hysical Education	60	28	45	43	77	74	68	72	250	217	467
ublic Health	5	17	5	23	2	30	4	36	16	106	122
TOTAL	1211	760	1406	1196	1600	1304	1599	1355	5816	4615	10,431
TOTAL BY CLASSES	1971		2602		2904		2954		10,431		
Non-Classified									14	65	79
Specials									30	81	111
Total Undergraduates									5860	4761	10,621

B. Undergraduate Residence September 1966

Massachusetts	9620
Other States	788
Foreign	23
Total	10,431

C. Enrollment Trends - Total Undergraduates

Year	Men	Women	Total
1951	1934	1021	2955
1952	2032	1164	3196
1953	2267	1220	3487
1954	2479	1224	3703
1955	2459	1169	3628
1956	2581	1212	3793
1957	2650	1341	3991
1958	2772	1495	4267
1959	3090	1765	4855
1960	3257	2000	5257
1961	3549	2135	5684
1962	3759	2381	6140
1963	4125	2757	6882
1964	4617	3360	7977
1965	5049	3886	8935
1966	5816	4615	10,431

D. Enrollment Trends - Freshman Men and Women

Class	Men	Women	Total
1955	639	406	1045
1956	669	407	1076
1957	754	416	1170
1958	810	372	1182
1959	698	390	1088
1960	723	425	1148
1961	730	536	1266
1962	828	538	1366
1963	1135	703	1838
1964	1009	716	1725
1965	1229	689	1918
1966	1155	767	1922
1967	1287	999	2286
1968	1318	1274	2592
1969	1407	1215	2622
1970	1599	1355	2954

E. Enrollment Trends - Freshman Enrollment by Schools

Class	Arts & Science	Engin.	Ed.	Bus. Adm.	Agric.	Home Econ.	Phys. Ed.	Nursing	Public Health
1956	522	213		115	99	102	25		
1957	577	277		146	83	64	23		
1958	543	314		148	98	55	24		
1959	519	295		93	86	52	20	23	
1960	588	309		107	61	40	18	25	
1961	607	309	90	116	55	45	23	21	
1962	694	300	80	125	69	35	38	25	
1963	987	321	127	173	92	37	63	39	
1964	972	317	117	115	80	25	62	37	
1965	1164	298	102	135	86	26	71	36	
1966	1168	268	116	133	93	37	65	42	
1967	1468	277	127	140	92	65	51	51	
1968	1656	303	167	132	86	72	75	69	32
1969	1553	275	158	178	116	97	138	68	25
1970	1777	278	171	195	162	102	140	89	52

F. Undergraduate Registration - Spring Semester 1965-66

Class	Men	Women	Total
1966	843	562	1405
1967	1263	790	2053
1968	1241	1166	2407
1969	1592	1338	2930
1970	19	5	24
Total	4958	3861	8819
Non-Classified	14	92	106
Specials	34	72	106

G. Summer School 1966

1. Session Enrollment

Session Number	Individual Students	
	Short Sessions	Main Sessions
1		3058
2		2596
A	86	
B	1	
C	4	
D	11	
E	-	
F	31	
G	8	
H	42	
I	-	
J	51	
K	10	
L	33	277
Total		5931

2. Enrollment by Class

a. Undergraduates		
1966	241	
1967	847	
1968	719	
1969	542	
1970	482	
Non-Classified	44	
Special	299	
No Class Designated	128	
Other Colleges	826	4128
b. Graduate		
U of Mass.	1604	
Other Colleges	275	1879
Total		6007

3. Freshmen

a. Swing-Shift	314	
b. Regular (New 70's)	43	
c. Returnees (New)	27	
d. Transfers (New)	7	
Total		398

4. Re-Enterings

1966	56	
1967	91	
1968	118	
1969	130	
1970	27	
No Class	1	
Total		423

5. Transfers

1966	32	
1967	89	
1968	66	
1969	27	
1970	7	
No Class	1	
Total		222

H. Distribution of Undergraduate Enrollment by Majors - September 1966

College of Arts & Sciences

Curriculum	1967		1968		1969		1970		Total		Grand Total
	M	F	M	F	M	F	M	F	M	F	
Astron	3	-	4	-	7	1	11	1	25	2	27
Micbio	4	3	9	7	13	2	21	17	47	29	76
Botany	5	4	6	3	5	3	8	2	24	12	36
Chem	17	4	42	4	47	15	73	23	179	46	225
Econ	47	7	36	5	37	3	30	3	150	18	168
Engl	74	138	77	185	82	191	82	150	315	664	979
J Engl	-	-	-	1	-	-	-	-	-	1	1
JS Eng	4	5	13	11	14	14	24	25	55	55	110
JS Int	2	4	1	4	-	-	-	-	3	8	11
Geol	7	1	17	4	18	2	19	3	61	10	71
Art	9	17	13	38	6	37	3	26	31	118	149
German	3	3	6	12	6	15	3	13	18	43	61
Hist	104	38	99	76	97	56	115	63	415	233	648
Govt	110	35	108	47	123	33	90	25	431	140	571
Math	49	30	51	52	69	71	126	109	295	262	557
Music	4	2	2	3	4	1	8	13	18	19	37
Phil	6	2	16	-	9	1	6	4	37	7	44
Physic	8	1	10	2	19	4	32	2	69	9	78
Psych	46	32	59	51	49	51	56	107	210	241	451
Clsics	-	1	-	1	-	1	-	1	-	4	4
French	2	19	7	36	14	70	8	97	31	222	253
Span	1	5	8	15	6	11	4	26	19	57	76
Russ	3	3	4	8	6	8	-	9	13	28	41
Latin	-	-	-	-	-	-	1	3	1	3	4
Sociol	16	33	24	69	22	62	15	59	77	223	300
Anth	4	3	5	7	4	9	3	4	16	23	39
Speech	9	19	15	28	7	20	4	17	35	84	119
Zool	28	16	49	37	112	38	172	56	361	147	508
PreMed	26	6	31	6	6	-	2	1	65	13	78
PreDnt	14	-	25	-	-	-	2	-	41	-	41
PreVet	3	-	3	5	1	1	-	-	7	6	13
TOTAL	608	431	740	717	783	720	918	859	3049	2727	5776

College of Agriculture

Curriculum	1967		1968		1969		1970		Total		Grand Total
	M	F	M	F	M	F	M	F	M	F	
C Agr	-	-	-	-	1	-	6	-	7	-	7
A&F Ec	6	-	8	-	7	-	2	-	23	-	23
Ag Eng	1	-	-	-	2	-	4	-	7	-	7
Plsoil	10	2	6	-	9	-	5	2	30	4	34
An Sci	7	1	8	2	18	5	8	12	41	20	61
Ent	1	-	2	-	6	1	-	-	9	1	10
Fd Sci	14	1	7	1	4	1	3	-	28	3	31
Htlmgt	25	-	22	1	25	-	8	1	80	2	82
Forest	21	1	26	-	35	-	49	1	131	2	133
Wildlf	19	-	26	1	34	3	44	1	123	5	128
Ld Arc	22	-	22	1	31	1	9	1	84	3	87
Pk Adm	-	-	4	-	2	-	5	1	11	1	12
Prevet	1	-	2	-	2	-	-	-	5	-	5
TOTAL	127	5	133	6	176	11	143	19	579	41	620

School of Business Administration

Curriculum	1967		1968		1969		1970		Total		Grand Total
	M	F	M	F	M	F	M	F	M	F	
S BA	10	-	71	10	295	25	181	8	557	43	600
Acctg	67	11	49	4	6	-	4	-	126	15	141
GB Fin	41	2	32	1	1	-	-	-	74	3	77
Mgt	67	4	39	3	2	-	2	-	110	7	117
Mktg	41	7	48	5	7	-	-	-	96	12	108
TOTAL	226	24	239	23	311	25	187	8	963	80	1043

School of Engineering

Curriculum	1967		1968		1969		1970		Total		Grand Total
	M	F	M	F	M	F	M	F	M	F	
Engin	2	-	17	-	60	-	257	5	336	5	341
Ch E	19	-	34	2	24	1	8	-	85	3	88
C E	47	-	63	-	45	-	2	-	157	-	157
E E	44	-	58	2	46	-	2	-	150	2	152
I E	24	-	12	-	17	-	3	-	56	-	56
M E	43	-	51	-	50	-	1	-	145	-	145
TOTAL	179	-	235	4	242	1	273	5	929	10	939

School of Home Economics

Curriculum	1967		1968		1969		1970		Total		Grand Total
	M	F	M	F	M	F	M	F	M	F	
H Ec	1	46	1	97	-	122	-	88	2	353	355
FN	-	-	-	-	-	-	-	2	-	2	2
TCEA	-	-	-	-	-	-	-	6	-	6	6
HD	-	-	-	-	-	-	-	4	-	4	4
HEED	-	-	-	-	-	-	-	2	-	2	2
TOTAL	1	46	1	97	-	122	-	102	2	367	369

School of Nursing

Curriculum	1967		1968		1969		1970		Total		Grand Total
	M	F	M	F	M	F	M	F	M	F	
Nurse	-	37	-	55	1	73	-	89	1	254	255

School of Physical Education

Curriculum	1967		1968		1969		1970		Total		Grand Total
	M	F	M	F	M	F	M	F	M	F	
Men PE	54	-	39	-	74	-	68	-	235	-	235
Wo PE	-	20	-	35	-	59	-	68	-	182	182
Rec	6	8	6	8	3	15	-	4	15	35	50
TOTAL	60	28	45	43	77	74	68	72	250	217	467

School of Education

Curriculum	1967		1968		1969		1970		Total		Grand Total
	M	F	M	F	M	F	M	F	M	F	
Educ	5	172	8	228	8	248	6	165	27	813	840

Department of Public Health

Curriculum	1967		1968		1969		1970		Total		Grand Total
	M	F	M	F	M	F	M	F	M	F	
Pub Hl	5	2	3	1	1	4	2	6	11	13	24
MedTec	-	15	2	22	1	26	2	30	5	93	98
TOTAL	5	17	5	23	2	30	4	36	16	106	122

I. Registration on Interchange of Students Programs, Amherst, Mount Holyoke, Smith, and University of Massachusetts cooperating

1. Spring Semester 1965-66

From	Course	Number of Students
Amherst to the University	Accounting 125	3
	Accounting 126	3
	Anthropology 360	1
	Art 291	2
	Chemical Engineering 126	1
	Computer Science 131	2
	Education 277	1
	English 346	1
	Finance 201	2
	French 290	1
	French 380	1
	History 301	1
	History 391	1
	History of Science 360	1
	Journalistic Studies 399	1
	Mathematics 124	1
	Mathematics 185	1
	Mathematics 221	1
	Mathematics 396	1
	Mathematics 700	2
	Philosophy 281	1
	Physics 386	1
	Physics 706	2
	Physics 712	2
	Physics 713	1
	Psychology 221	2
	Psychology 717	1
	Russian 252	1
	Russian 272	1
	Sociology 278	1
	Sociology 295	1
	Spanish 101	1
	Zoology 302	1
Smith to the University	Anthropology 360	1
	Anthropology 374	1
	Anthropology 679	1
	Art 100	1
	Art 230	1
	Art 280	4
	Computer Science 121	59
	English 276	1
	French 392	22
	History 301	3
	History 391	3
	History of Science 360	1
	Mathematics 700	1
	Statistics 121	1
	Ststistics 251	1

From	Course	Number of Students
Mt.Holyoke to the University	Chemical Engineering 126	1
	Computer Science 121	41
	Computer Science 131	2
	Engineering 104	1
	English 262	1
	English 275	2
	History 301	3
	History of Science 360	1
	Japanese 102	1
	Landscape Architecture 378	3
	Psychology 331	3
	Speech 225	3
University to Amherst	History of Science 46	1
	Latin 6	3
	Latin 28	1
	Latin 42	1
University to Smith	Art 214b	1
	English 313b	1
	French 410b	1
	Latin 24b	1
	Latin 26b	1
	Latin 35b	1
	Speech 32b	1
	Theatre 12b	1
University to Mt.Holyoke	Geography 214s	1
	I 380s	1
	Womens' Physical Education 101f	1
	Womens' Physical Education 203s	1

2. Fall Semester 1966-67

Amherst to the University	Computer Science 122	1
	Computer Science 131	1
	French 009	1
	German 107	1
	German 701	1
	Government 243	1
	Japanese 101	1
	Mathematics 835	2
	Physics 106	1
	Physics 707	1
	Physics 801	1
	Psychology 351	1
	Sociology 101	1
	Sociology 299	2
	Speech 282	1
	Zoology 135	2
	Zoology 708	2

From	Course	Number of Students
Smith to the University	Art 230	1
	Asian Studies 150	1
	Computer Science 121	67
	Computer Science 131	1
	Education 782	1
	English 346	1
	Italian 107	1
Mt.Holyoke to the University	Computer Science 121	62
	Computer Science 122	1
	Entomology 357	1
	Japanese 101	3
	Landscape Architecture 225	1
	Landscape Architecture 253	1
	Mathematics 185	1
	Speech 281	1
University to Amherst	Astronomy 11	1
	Greek 11	2
	History 39	1
	History 63	1
	Latin 15	1
	Latin 31	1
	Latin 41	3
	Religion 11	1
University to Smith	Chinese 101	6
	History 255a	1
	History 285a	1
	History of Science 395a	1
	Italian 226	1
	Latin 323a	1
	Portugese 220a	1
	Religion 271a	1
	Sociology 305a	1
University to Mt.Holyoke	Latin 221f	1

3. RECORDS

A. Withdrawals

1. Academic Dismissals - college year 1965-66
Scholastic Dismissals January 1966. Includes those dismissed but reinstated.

Class	Men	Women	Total
1966	13	0	13
1967	44	9	53
1968	80	16	96
1969	58	13	71
	195	38	233

Scholastic Dismissals June 1966. Includes those dismissed but reinstated.

Class	Men	Women	Total
1966	5	1	6
1967	64	8	72
1968	114	27	141
1969	244	102	346
1970	9	2	11
	436	140	576

2. Trend in academic dismissals for freshman year

Class	Number of dismissals in freshman year	Total enrollment Sept. of freshman year	Rate of dismissals in per cent
1957	103	1170	8.8
1958	172	1182	14.5
1959	129	1088	11.8
1960	144	1148	12.5
1961	167	1266	13.2
1962	166	1366	12.15
1963	270	1838	14.7
1964	315	1725	18.3
1965	406	1918	21.1
1966	312	1922	16.2
1967	297	2286	12.9
1968	338	2592	13.0
1969	356	2622	13.6

3. Scholastic Probations 1965-66

Class	Male	Female	Total
1966	7	2	9
1967	47	4	51
1968	61	18	79
1969	187	83	270
1970	3	0	3
Total	305	107	412

4. Summary of Withdrawals - college year 1965-66

a. Withdrawals during fall semester

Reasons	1966		1967		1968		1969		NC		Spec		Totals
	M	F	M	F	M	F	M	F	M	F	M	F	
Difficulty with Studies	0	1	0	1	0	1	0	0	0	1	0	1	5
Financial	2	0	2	0	2	1	0	1	0	1	0	0	9
Transfer	0	0	1	0	1	0	0	5	0	0	0	0	7
Discipline	0	0	1	2	2	0	1	1	0	0	0	0	7
Personal	13	2	30	17	23	19	29	15	1	2	4	5	160
Military Enlistment/ Induction	0	0	0	0	2	0	0	0	0	0	0	0	2
Health	2	1	8	8	9	5	5	7	0	0	1	1	47
Reason Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0
Marriage	0	0	0	3	0	0	0	3	0	1	0	0	7
TOTALS	17	4	42	31	39	26	35	32	1	5	5	7	244

b. Withdrawals between the fall and spring semesters

Reasons	1966		1967		1968		1969		Totals
	M	F	M	F	M	F	M	F	
Difficulty with Studies	0	0	0	0	0	0	0	1	1
Financial	0	0	0	0	2	2	2	3	7
Transfer	0	1	1	2	1	6	4	8	23
Discipline	0	0	0	0	1	1	0	1	3
Personal	3	2	1	2	4	3	2	1	18
Military Enlistment/ Induction	0	0	1	0	2	0	0	0	3
Health	0	0	1	0	0	3	0	0	4
Reason Unknown	34	13	12	30	18	22	32	16	177
Marriage	0	2	0	3	1	3	0	0	9
TOTALS	37	18	16	37	29	40	40	30	247

c. Withdrawals during spring semester

Reasons	1966		1967		1968		1969		1970		NC		Spec		Totals
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
ifficulty with Studies	0	0	0	0	1	0	0	0	0	0	0	1	0	0	2
inancial	0	0	1	0	2	0	1	0	0	0	0	0	0	0	4
ransfer	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
iscipline	0	0	1	0	1	0	1	0	0	0	0	0	0	0	3
ersonal	4	1	24	9	23	10	23	8	2	1	2	3	3	5	118
ilitary Enlistment/ Induction	0	0	0	0	2	0	1	0	0	0	0	0	0	0	3
ealth	2	0	2	5	5	6	6	4	0	0	1	0	0	0	31
eason Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
arriage	0	0	0	2	0	2	0	0	0	0	0	0	0	0	4
OTALS	6	1	28	16	34	18	33	12	2	1	3	4	3	5	166

d. Withdrawals between end of spring semester and September 1966

Reasons	1967		1968		1969		1970		Totals
	M	F	M	F	M	F	M	F	
Difficulty with Studies	0	0	0	0	0	0	0	0	0
Financial	1	1	2	5	0	5	0	0	14
Transfer	4	0	5	10	4	7	1	1	32
Discipline	0	0	0	0	0	0	0	0	0
Personal	6	4	2	7	5	8	1	0	33
Military Enlistment/ Induction	0	0	4	0	3	0	0	0	7
Health	1	1	0	1	0	1	0	0	4
Reason Unknown	14	16	16	38	27	24	3	6	144
Marriage	0	4	1	6	1	3	0	0	15
TOTALS	26	26	30	67	40	48	5	7	249

B. Class and University yearly grade point averages 1965-66

Class of 1966	Number of Students	Average of Averages
Men	1769	2.513
Women	1169	2.830
Class	2938	2.639
Class of 1967		
Men	2566	2.267
Women	1613	2.432
Class	4179	2.331
Class of 1968		
Men	2618	2.051
Women	2401	2.366
Class	5019	2.201
Class of 1969		
Men	3015	1.976
Women	2554	2.267
Class	5569	2.109
Class of 1970		
Men	22	1.713
Women	9	2.377
Class	31	1.903
Total		
Men	9990	2.165
Women	7746	2.417
University	17,736	2.275

C. Bachelors Degrees awarded 1966. Students who received degrees in calendar year 1966 graduated as of the class of 1966.

School	February	June	September	Total
Arts and Science				
B.A.	47	536	98	681
B.S.	13	103	20	136
Agriculture				
B.S.	10	80	6	96
B.V.A.	0	1	0	1
Business Administration				
B.B.A.	18	110	22	150
Engineering				
B.S. Ch. E.	2	16	0	18
B.S. C.E.	7	26	3	36
B.S. E.E.	5	27	6	38
B.S. M.E.	4	24	1	29
B.S. I.E.	5	4	0	9
Education				
B.A.	4	116	7	127
Home Economics				
B.A.	3	34	1	38
Nursing				
B.S.	0	30	0	30
Physical Education				
B.S.	12	33	4	49
Dept. Public Health	3	24	1	28
GRAND TOTAL	133	1164	169	1466

D. Transcripts of Records Issued July 1, 1965 to June 30, 1966

a. Undergraduates

Free Transcripts	5676
Paid Transcripts	13,292
Transcripts for other offices	18,556
TOTAL	37,524

b. Graduate School

Free Transcripts	1651
Paid Transcripts	2506
Transcripts for other offices	365
Transcripts for high schools	68
TOTAL	4590

c. Total transcripts done by Registrar's Office 42,114

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ANNUAL REPORT

COORDINATOR OF STUDENT ACTIVITIES
1966-1967

The Student Activities Office accepted primary responsibility for organizing and running the Summer Arts Program of 1967; the second in the history of the University of Massachusetts. It was well received, and at this time, the Third Summer Arts Program is in progress, again planned by the Activities Office.

Two major staff members resigned from the Activities Office: Mrs. Mary Hudzikiewicz, to go to the University of Oregon, and Mr. Armand DeGrenier, to accept the position of Director, Student Union, Salem State College. Mrs. Lois Frey filled Mrs. Hudzikiewicz's position as Director, University Program, and Mr. Gerald Scanlon, the position as R.S.O. Business Manager; however, Mr. Scanlon was appointed Assistant Coordinator of Student Activities and is in charge of the entire Student Activities Office. This change reduced occasional previous friction, and has been well received by all.

Mr. Dennis Lilly resigned in August to accept a position as Director of Activities, Parke College, Missouri. His position was not filled per se, however, Mr. Richard Davies became day supervisor and graduate students are now under the direct supervision of Mr. Harold W. Watts, Assistant Coordinator and Assistant Director, Student Union.

The Student Union Governing Board via Trustee approval voted to renovate the ground floor of the Student Union. The bowling alley area was converted into additional "Hatch" space as was the table tennis room. In addition the University Store was enlarged. Credit must be given to on-the-scene work of Mr. Harold Watts who spent many additional hours working with the plans and needs of the various contractors on the $150,000 changes. In addition, the Art Corridor was expanded to include new wall area in the Commonwealth Room. Although the Art shows created some uncomfortable moments, it is to the credit of the Student Union Governing Board that the previous sterile corridor is now the setting for much comment which, positive or negative, is a plus for the entire University. New policy was created to insure the previous review of all art shows by members of the Student Union Governing Board as well as a previous review by a Faculty Committee of the Art Department.

Considerable staff time was spent on review of the new Campus Center. It was decided to separate the position of Coordinator of Student Activities, and Director, Student Union. A Search Committee was established to select candidates for the position of Director, Campus Center. This committee is a sub-committee of the Campus Center Committee. Candidates are presently being screened. Both the Coordinator of Student Activities, and Director, Campus Center will report via the Associate Dean's office. Collection of the additional $10.00 Student Union fee, as voted in 1963 by the Student Senate, will be begun in September 1967, for all undergraduates, except for the senior class which is exempt. Because all collected monies will be used to pay for the new facility, the management of the Student Union must see to it that enough revenue is produced within the facility to pay all annual operational and staff costs. This demanding requirement will drain off revenue from the Food Service and Bookstore. The job of Director, Student Center, will call for the best management skills.

Problems of Operation

Problems of security plague the Union's operations. The heavy use of facilities, tight scheduling, having to use many changing shifts of student labor, and the lack of adequate (even reasonable) storage facilities reduces effeciency. Fortunately, 10,000 square feet of storage space in the new Storage Building will help, but having to purchase food and supplies in limited quantities makes for a costly operation in all areas.

A number of cash shortages, reported to the Treasurer's Office, have been discovered and whether small or large, is important. An audit report by the Treasurer's Office (see files) has lead to significant changes in procedure. Any loss is now instantly reported, and often found. Check cashing, often 26,000 or more a month, is provided as a service. It is the Associate Dean's recommendation that a .10 service charge ought to be initiated, for even though the casher is now being photographed, the cost of providing the service, plus bad check review and collection is significant.

Boston Bookstore and Activities

It is recommended that as soon as possible the Boston Bookstore become independent. Much staff time is taken from Amherst to facilitate its operation--Mr. Cummings and Mr. Ryan make trips to Boston weekly. It is here noted that Mr. Cummings, Mr. Ryan and Dr. Noffsinger do not endorse the work of the present Bookstore Manager there, and that he knows this and was recommended for no merit increase. Further, although the store showed a small profit, it will be years before the funds loaned interest-free to get the store started can be returned from net profits of the operation. Funds initially loaned for ventilation costs for the Food Service Area, Boston, have not yet been returned to the Student Union. Although R.S.O. help has been given by Mr. Scanlon, his office cannot and does not accept responsibility for the University of Massachusetts-Boston procedures, but validates after the fact for such offices in Boston.

Organizational Change

When the position of Associate Dean of Students was created in February, 1967, much of the immediate responsibility fell to Messrs. Watts, Ryan, and Scanlon for the management of the Student Union. All deserve credit for the management work done. Mrs. Dorothy O'Connor was named Principal Clerk for the Office of Associate Dean, and Miss Jean Margola will be the main secretary for the Union. To Mrs. O'Connor goes much credit for her significant contribution to the attitudes of students vis-a-vis feeling that the Union supports them as individuals and groups. Indeed, one could hardly wish for a more devoted and attentive staff than that presently employed by the Union. Most staff changes have improved the operation. (See staff changes; this report---though not to say previous personnel were not valued employees.)

A new Director and Coordinator will find much to be done.

Student Senate

The Student Senate is a credit to the University. Under the leadership of President Greenquist, the Senate conducted a year's business in a positive, directed manner. Certainly the Collegian has enjoyed a year of growth, and although fraught with problems, the newly established Communications Board has been conscientiously working with problems created by any college humor magazine. How significant its ultimate contribution can be will depend upon the amount of faith the University can exhibit in support of its reasoned policy and recommendations.

Student Activities

Much has been done to increase active participation, and to reduce friction among organizations, i.e. Collegian and Senate, classes, etc. Students, themselves, cut Senate taxes this spring. President Collins is exhibiting excellent leadership with the Senate. Mr. Scanlon has helped clean up organizational lags, i.e., the Flying Club's plane was grounded and sold, because it was not safe and too costly to operate for the use of a few. He also has studied the insurance package needed for all organizations and made recommendations to the Senate. These recommendations were accepted.

Recommendations:

1. The Student Union Governing Board needs attention and help and the Coordinator should accept this as a prime responsibility.

2. New ways must be found to produce significant revenue, i.e., possible Travel Agency. Reduce expenses by freeing the Union of Xerox, Lab Fee Collection, the University Calendar Office expenses, charge for check cashing, and more sponsorship under Arts and Music Committee revenue to be used to help cover Student Activities cost are recommended.

3. Ultimately, the Student Senate must address itself to organizational change and a better working relationship with classes. The University is not too large to have meaningful class social relationships. A few seem to <u>rule</u> for far too many who see classes as artificial and without meaning.

4. Greater unity is needed in the over-all organization of the Student Union/Campus Center activities and those in the Residence Halls.

As Coordinator of Student Activities and Director, Student Union, for two and one-half years, I should like to pay tribute to Mr. Ryan and Mr. Watts for their daily devoted service to the Union, but in fact to all the staff in all areas who have made the Student Union the active and productive place it is. Other Union guests have been amazed at the activities and the scope of operation. Certainly it is an understatement to say the newly-approved Campus Center will hardly be adequate in the decade to follow.

Assistant Coordinator of Student Activities and Assistant Director of the Student Union

The problem of the book rush, starting of school and Freshman week is an ever-growing one that is becoming almost impossible to program.

Text books must be sold in the Ballroom until 6 or 6:30 P.M. and then the Ballroom must be ready at eight o'clock for another type of program. There are other areas on the campus that could and should be used but they cannot be scheduled.

A new dishwasher was purchased and installed at Christmas time.

The entire Hatch area has been under renovation and will eventually be able to seat about 1,000. This renovation caused the removal of the bowling alleys and table tennis room but will increase the size of the store, billiard room and food service.

The Student Union had its tenth birthday in February. The building during the past ten years has been constantly renovated to take care of the great demands that have been forced on it due to the increasing number of students.

Games Area

The Games Area was closed in February for the renovation of the lower floor.

The bowling alleys were discontinued as was table tennis and these areas will become part of the food service operation.

The billiard room became part of the store and the Lodge was made larger and this area is now the new billiard room.

Lost and Found

The Alpha Phi Omega service group has been doing an outstanding job with the Lost and Found. They have been picking up material from approximately twenty buildings on campus and if there is a name on the article, they have been delivering it to the residence halls. This means that many articles, books, note books are getting back to their owners in record time.

Building Maintenance

After ten years of constant use, much of the equipment is wearing out. Many of the outside doors are giving considerable trouble and there might be a need in the future for new doors.

Vandalism is on the increase---especially on weekends. The first days of the week are given over to repairing damage.

The maintenance staff is doing a fine job of keeping the building clean.

Business Manager

The operations of the business side of the Student Union have not only grown with the rest of the University, but also have become more complex. Machine bookkeeping seems to be indicated and most likely will be installed in a short time.

The Food Service has been pressed with rising costs of food and labor. The projected net income will just about be covered. The University Store has rendered excellent service to the University in assigned areas. The Lobby Counter and Information Center have provided a variety of functions to assist the campus community. The Business and General Office have given the support needed for the smooth running of all the other areas in the Student Union.

Student Activities Office

In July, 1966, the fiscal year opened with a reorganization of the R.S.O. and Program offices. Mr. Armand DeGrenier, Business Manager of R.S.O., resigned to take a position as Director of the Student Union at Salem State Teachers College and Mrs. Mary Hudzikiewicz, University Program Director, returned to her alma mater, the University of Oregon, as a Program staff member in the Student Union. Under the reorganization plan, the functions of the University Calendar Office, the R.S.O. Office and the Program Office were merged under the heading of the Student Activities Office. Gerald Scanlon was appointed Business Manager, R.S.O. and head of the office. Mrs. Lois Frey was appointed as a staff assistant and assumed the duties formerly conducted by Mrs. Hudzikiewicz. On February 2, 1967, Mr. Scanlon was appointed Assistant Coordinator of Student Activities and Assistant Director of the Student Union. Miss Sheila McRevey continued her competent role as Student Union Program Director.

Reflecting the continued growth of the University Student Activities increased greatly. R.S.O. groups grew throughout the year from about 320 to over 380. Requests for facilities for movies and dances increased beyond the availability of space.

Student Activities Office (continued)

A Cultural Enrichment program for residence halls was instituted funded by monies from campus vending machines. Student Activities was charged by the Dean of Students with establishing accounts for 45 residence halls and supervising the expenditure of funds for cultural enrichment purposes. Mr. William Barnard, formerly Assistant Dean of Men, was transferred to the Student Activities Staff to provide counsel and guidance in the residence hall area, i.e., use of cultural enrichment funds, constitutions, government, etc.

Involvement in various activities throughout the year resulted in the apparent need for adjustments or innovations in certain areas, viz; the need of a program person in the area of residence halls, especially Southwest; clarity in handling contracts based on the eventual hiring of a Concert Manager and the increased involvement of activities at Southwest; and a reorganization in the membership, scope and authority of the University Calendar Board.

Food Service

The Union food services felt the effect of an increasingly decentralized campus, compulsory feeding in areas such as the Southwest complex, and the opening of new snack bars at various points of the campus. Increased student activities outside the Union was noted.

Overcrowding in the Hatch from 9 A.M. to 4 P.M. has been a continued problem. The reverse holds 7:15 A.M. to 9 A.M. and 4 P.M. to closing, showing a decided decrease in sales.

Extended closing hours have provided a place for students to socialize. Costs of operation here are especially high even with a minimum work force.

Food service is rendered on all holidays, except Christmas.

The Commonwealth dining room sales increased about $14,000. This dining area has served a real need. A hostess was added and this helped turnover, tray bussing, etc.

Food Service (continued)

Mr. Anthony Leslie was made a professional appointment in August, 1966.

Mr. Russell Hanks joined the management staff in September, 1966, as Assistant Manager.

Several employees attended the Food Handler's course held at the North Dining Commons.

A new Hobart flight-type dish machine plus a new silver washer and drier were equipment replacements this year---giving high quality performance.

Two new multi-data cash registers were purchased; giving meal counts, etc.

Three new self-service non-carbonated drink dispensers gained immediate customer acceptance and increased sales of that product.

A dozen new redwood picnic benches were added to the east terrace area.

A seriously increasing problem of storage has resulted from loss of south storage area---moving to considerably smaller quarters. This also adds to cost because larger quantity buying is impossible.

Special cooperation for student functions was given for: Webster House Italian meal for 200; R.O.T.C. dining-in dinner for 330; High School Ag. Science luncheon for 600; Winter Carnival Pancake Breakfast for 150; Playboy Night 500; Scrolls Cookie Bake (550 doz. cookies); Stockbridge Honors Banquet; Freshman Class Picnic.

More services are being rendered to more small luncheon groups.

Many Food Service employees were honored at the Student Union 10th anniversary for long service awards in February 1967. This was a tremendous success.

Concern for parking around the Union once the new Campus Center construction starts is hereby expressed. This can easily affect sales adversely.

With a tight labor market, especially in unskilled positions, coupled with rising food and labor costs, much effort will be needed to increase revenue. Some food Hatch prices will again need to be increased.

I have requested musical and other entertainment in the Hatch from the Program Office for year round interest. With the newly decorated and expanded Hatch, it is hoped that students will start returning.

Our catering dining rooms are in need of renovation, more regular art changes on the walls, etc., to compete with newer facilities on campus.

As noted at the National Association of College Union Conference held in Philadelphia this spring and at conferences attended by the Food Manager, Union food services on the multi-university and other campuses are faced with a rough road ahead. Patterns are changing rapidly. The challenge is here and is accepted by the food service management staff.

University Store

The lack of storage and sales space during rush periods was severe. It was necessary to rent a trailer truck body at the beginning of fall and spring semesters for storage purposes. Both the fall and spring book rushes went quite smoothly primarily because of earlier acquisition of the Commonwealth Room and Ante Room.

Conversion of the Billiard Room into a retail sales area was begun during Easter vacation. The store was expanded into this area with a temporary fixture arrangement. A permanent arrangement will be effected during the summer months.

The Post Office was modified and a window added to provide increased service. A new three-year contract was negotiated with the Post Office Department.

The Security Department took over the issue of parking decals.

The issue of caps and gowns for commencement is now a University responsibility.

University Store (Continued)

The Book Department is becoming increasingly involved in the publication of special laboratory manuals and materials for courses. It also is responsible for national distribution of several publications, among them is UNDERSTANDING COOKING, a book by Dr. Donald Lundberg of the Food Science and Technology Department.

At University Store expense the services of a professional college store consultant was obtained to work with Marcel Breuer Associates on the store in the Student Center.

Mr. W. L. Cummings made several trips to New York to meet with consultants and the Student Center architects.

There were personnel changes during the year. The most critical of these was the resignation of G. R. Dietzel, Book Department Manager. He accepted a position with a major publisher on April 1, 1967. It is proving difficult to find a suitable replacement for him.

On September 9, 1966, David A. Cannamela was hired as an Assistant Manager in charge of trade books.

Boston Campus Store

University Store personnel, including Mr. W. L. Cummings, inventoried the Boston Branch Store in July, 1966. They also aided the internal auditors in a special inventory of the Boston Branch Store on May 9, 10, and 11, 1967.

Space in the Boston Store has become increasingly inadequate. Textbooks were moved into the lobby of the building at the start of the fall semester. This arrangement was satisfactory as far as space requirements were concerned, but it left a lot to be desired in the area of security.

Store storage areas have been changed several times during the year. Storage is currently in two rooms, the walls of which are open at the top.

Ideally, prior to fall semester, the Boston Branch Store should be moved into an expanded area with contiguous storage space.

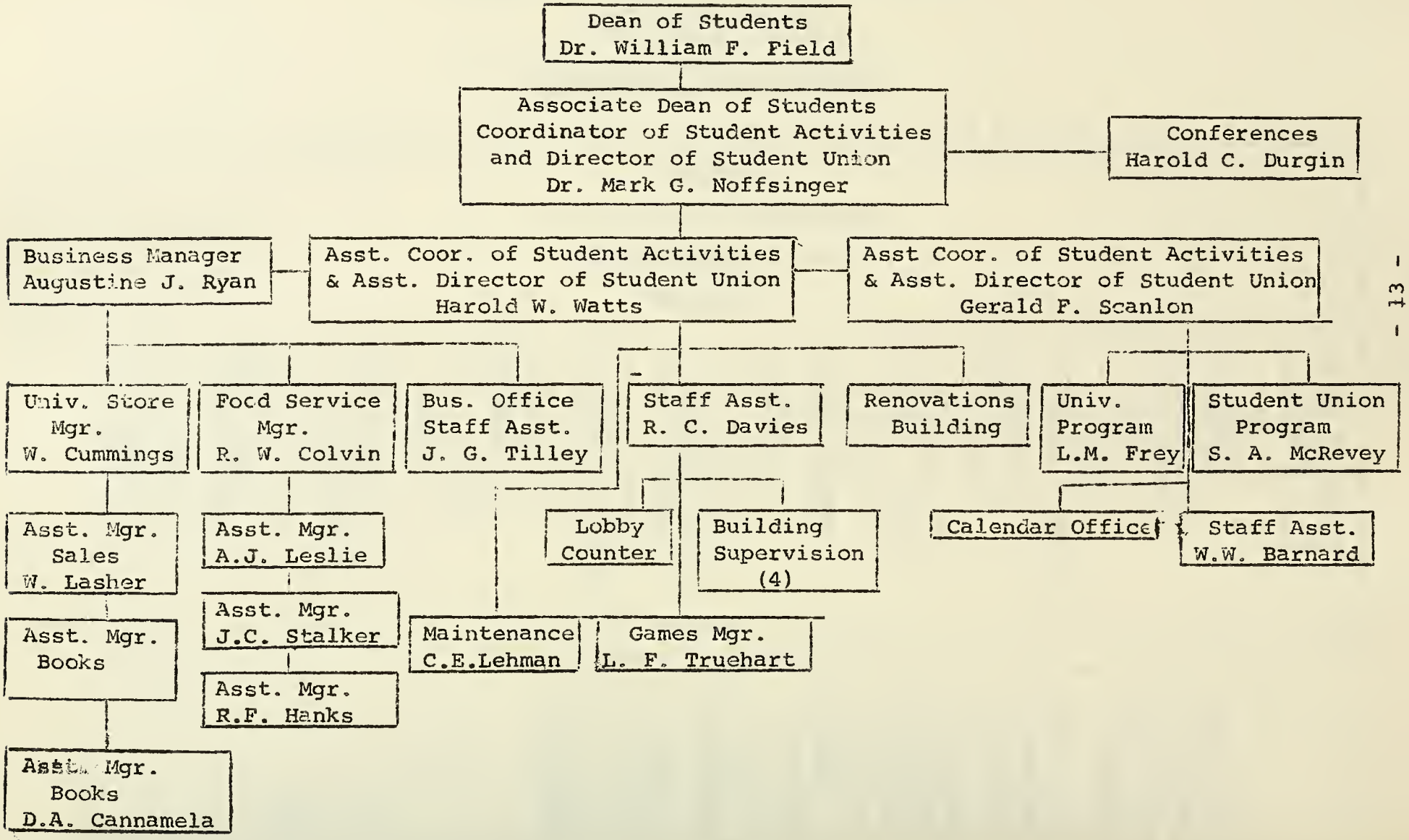
Conference Office

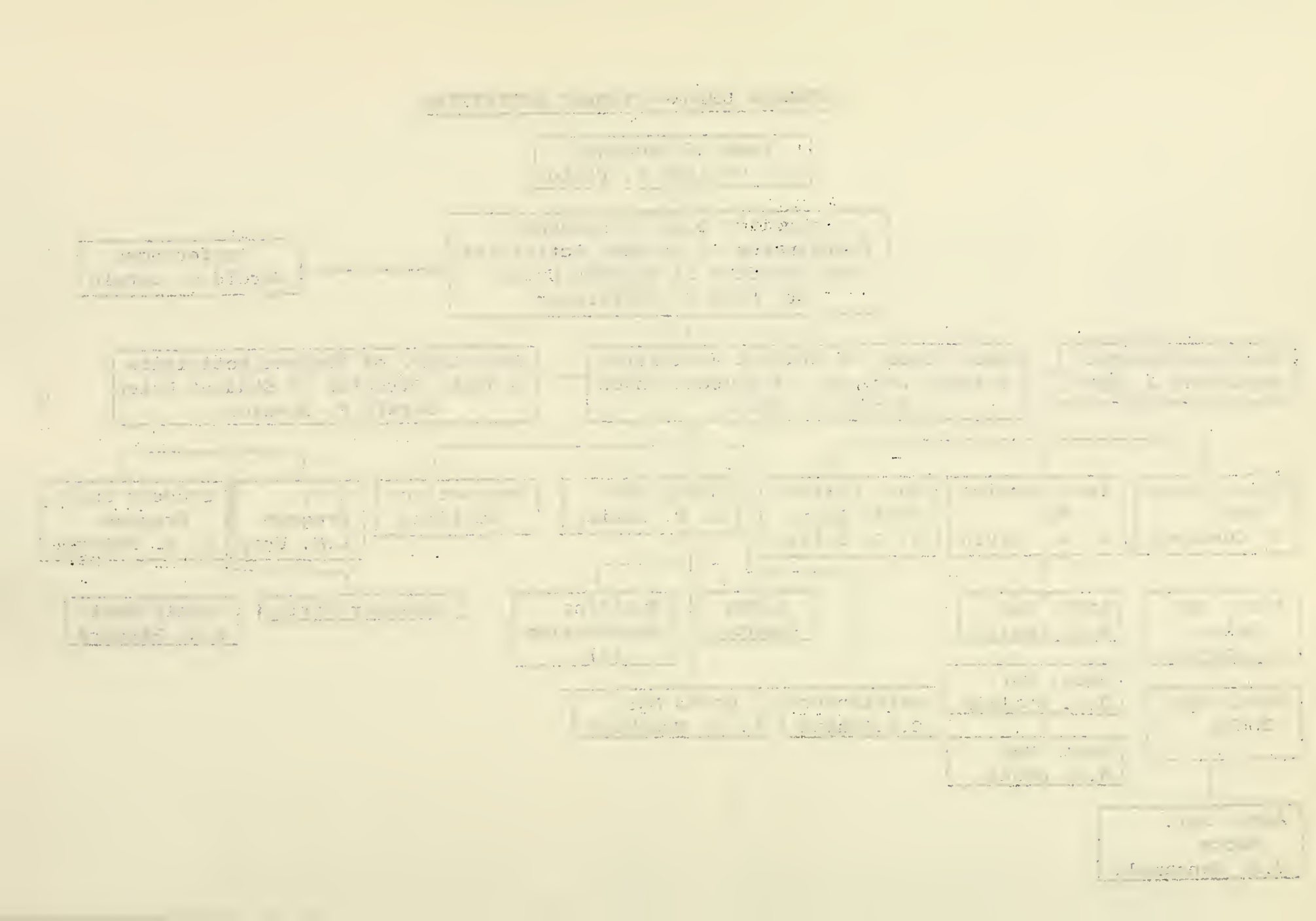
This has been the first year in many that we have not had a large National Conference on campus. However, we have been very active with smaller groups. For instance, in this month of June alone we will have processed twenty conferences and close to 6,000 people.

There has been no change in the format of conference procedures from other years and find that we have a very workable system in effect. The biggest obstacle that we have is having every conference chairman who is connected with the University make arrangements with the Conference Office and let the Conference Office handle the mechanics accordingly to our present system. So often I will not be called in to an early planning session for a prospective conference and when I do learn about it much damage has already been done. With Conferences that come to campus, and the chairman is not connected with the University, there is no trouble, as they abide by our system and are by far the best organized and most efficiently run.

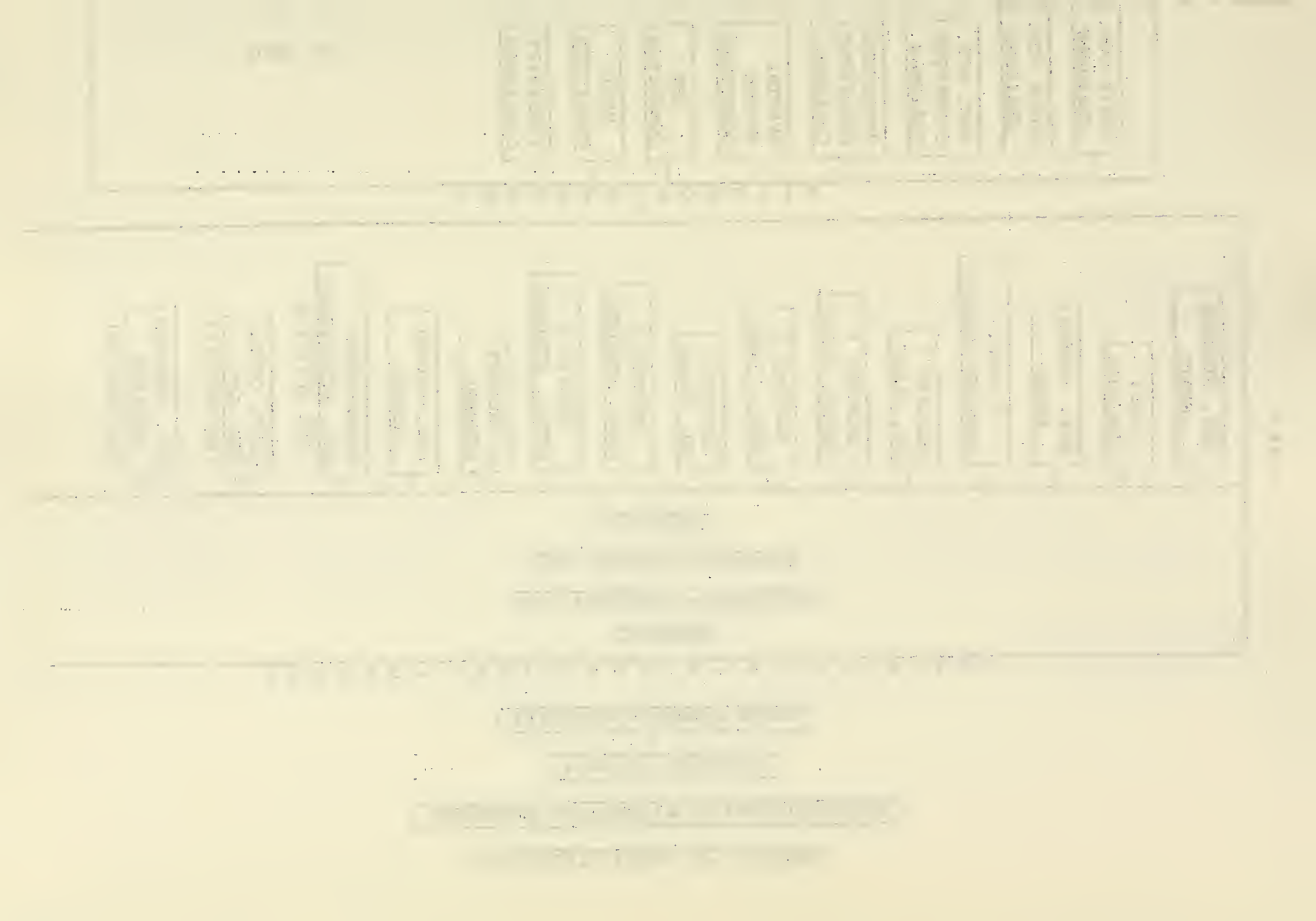
Since the location of the Conference Office has been moved to Hampshire House, I have found my gas bill has increased tremendously, as it is not possible to service conferences or indeed carry on normal business on foot.

STUDENT UNION--STUDENT ACTIVITIES





UNIVERSITY BOARD OF TRUSTEES
PRESIDENT UNIVERSITY OF MASSACHUSETTS
DEAN OF STUDENTS
DIRECTOR--STUDENT UNION
STUDENT UNION BOARD OF GOVERNORS
CHAIRMAN
VICE CHAIRMAN--OPERATIONS
VICE CHAIRMAN--PROGRAM
SECRETARY
REP. STUDENT SENATE
REP. ADELPHIA
REP. MORTAR BOARD
2 REPS. PROGRAM COUNCIL
ELECTED 1 SR. CLASS
ELECTED 1 FROSH. CLASS
ELECTED 2 SOPH. CLASS
ELECTED 2 JR. CLASS
ELECTED 1 GRAD. STUDENT
ELECTED 1 STOCK. STUDENT
2 FACULTY MEMBERS
REP. ALUMNI ASSOC.
COORDINATOR STU. ACTIVITIES
(EX OFFICIO)
ASST. COOR. STU. ACT.
(EX OFFICIO)
S.U. PROGRAM ADVISOR
(EX OFFICIO)
PROGRAM COUNCIL
MOVIE COM. CHAIRMAN
DANCE COM. CHAIRMAN
REC. ACT. COMMITTEE CHAIRMAN
PERSONNEL COMMITTEE CHAIRMAN
SPECIAL EVENTS COMMITTEE
ART COMMITTEE
MUSIC COMMITTEE
PUBLICITY COMMITTEE
JUNE 1967



STUDENT UNION STATISTICAL RECORD

1966-1967

11 MONTHS

1. CUSTOMER COUNT

CAFETERIAS	UNIVERSITY STORE	*GAMES	LOBBY COUNTER
1,759,193	588,060	91,888	567,310

2. CHECK HANDLING

NUMBER: 152,639 AMOUNT: $2,466,569.61

3. CATERING SERVICE

#CATERED MEALS	NO. SERVED	NO. RECEPTIONS	NO. SERVED	TOTAL # SERVED	TOTAL NO. FUNCTIONS SERVED
1,000	24,863	446	22,784	47,647	1,465

4. FACILITIES USAGE

	NO.	NO. MTGS.	NO. ATTENDING
UNION PROGRAM AND STAFF MEETINGS	160		1,912
UNION PROGRAM ACTIVITIES	103		56,649
STUDENT MEETINGS - NON UNION	1,982		51,324
STUDENT ACTIVITIES - NON UNION	291		93,017
CONFERENCES AND MEETINGS	96	296	10,017
OFFICIAL UNIV. MTGS. & FUNCTIONS	824		100,554
LOBBY ACTIVITIES	347		

*GAMES AREA: BOWLING WAS DISCONTINUED ON DECEMBER 5, 1966.

GAMES AREA CLOSED FOR RENOVATIONS:
February 6, 1967 - April 2, 1967

JUNE 1967

STAFF TRAINING AND PARTICIPATION

Dr. Mark G. Noffsinger, Associate Dean of Students

Attended the annual meeting of the Higher Education Association, Chicago, Illinois, March 4-8, 1967.

Director, Denmark Unit, Lisle Fellowship, June 13 to July 31, 1967.

Mr. Harold W. Watts, Asst. Coordinator of Student Activities and Asst. Director of the Student Union

Member of the Special Projects Committee, Association of College Unions, International.

Member of the Task Force, Graduation Committee.

Attended Region I Association of College Unions Conference at the University of Rhode Island, October 28-30, 1966.

Member of the Association of College Unions, International.

Community Service: Boy Scouts

Mr. Augustine J. Ryan, Business Manager

Attended the Association of College Unions-International annual meeting, Philadelphia, Pennsylvania, April 9-13, 1967.

Member of the Association of College Unions, International.

Mr. Gerald F. Scanlon, Asst. Coordinator of Student Activities and Asst. Director of the Student Union

Attended S.W.A.P. Conference, Stockbridge, Massachusetts, September 30-October 2, 1966.

Attended meeting of the Concert Managers Association (ACUCM), New York, New York, December 11-14, 1966.

Attended the Association of College Unions-International annual meeting, Philadelphia, Pennsylvania, April 9-13, 1966.

Mr. Gerald F. Scanlon (Continued)

Pursuing graduate study for Masters Degree.

University Committees: Communications Board, Student Union Governing Board, University Calendar Board, Collegian Publications Board, Summer Program Committee, Campus Center Committee

Community Activities: Boy Scouts

Trip to Southeastern Massachusetts Techanical Institute to serve on Advisory Committee for proposed Student Union.

Mr. Richard C. Davies, Staff Assistant, Building Supervisor and Maintenance

Attended the annual meeting of the Association of College Unions-International, Philadelphia, Pennsylvania, April 9-13, 1966.

Member of: Massachusetts Recreation and Park Society, National Recreation and Park Association, Association of College Unions-International.

Advisor to: Alpha Phi Omega, Musigals, Square Dance Club, Masons (fraternity).

Miss Sheila A. McRevey, Staff Assistant, Student Union Program

Attended S.W.A.P. Conference, Stockbridge, Massachusetts, September 30-October 2, 1966.

Attended the annual meeting of the Association of College Unions-International, Philadelphia, Pennsylvania, April 9-13, 1967.

Attended the Association of College Unions-Region I Conference at the University of Rhode Island, Kingston, Rhode Island.

Pursuing graduate study for Masters Degree.

University Committees: Student Union Governing Board, Summer Program Committee.

Community Activities: Chamber of Commerce, League of Women Voters.

Mrs. Lois M. Frey, Staff Assistant, Director University Program

Attended the S.W.A.P. Conference, Stockbridge, Massachusetts, September 30-October 2, 1966.

Attended the Association of College Unions-Region I Conference at the University of Rhode Island, Kingston, Rhode Island, October 28-30, 1966.

University Committees: Student Union Governing Board, University Calendar Board, Summer Program Committee

Mr. William W. Barnard, Staff Assistant, Program

Attended the S.W.A.P. Conference, Stockbridge, Massachusetts, September 30-October 2, 1966.

Trip to the University of Michigan campus to inspect residence hall program.

University Committees: Acting Chairman, Student Life Committee; Executive Secretary, Student Life Committee; Executive Secretary, Student Publication Board; Campus Center Selection Committee; Summer Fine Arts Festival Committee.

Pursuing graduate study for Masters Degree.

Co-author of: "Spontaneity in Inter-personal Processes: An Experimental Scale for Measurement" (unpublished MS., University of Massachusetts).

Mr. Russell W. Colvin, Food Service Manager

Committee Member with Prof. McCullough and Mr. Gianetti concerning the annual Massachusetts Food Seminar.

Attended the New York Restaurant and Hotel Exposition in November 1966.

Attended the New England Hotel and Restaurant Show in Boston.

Active in the Western Massachusetts branch of the Food Service Executive Association.

Mr. Anthony J. Leslie, Staff Assistant, Assistant Food Service Manager

Attended the New York Restaurant and Hotel Exposition in November 1966.

Attended the New England Hotel and Restaurant Show in Boston.

Enrolled in food service related courses on campus.

Mr. Winthrop L. Cummings, University Store Manager

Attended the College Stores of New England meeting at Bowdoin College in Brunswick, Maine on November 9 and 10, 1966.

On April 16, 1967, at the request of the Connecticut State Personnel Board, was a member of a screening committee which interviewed applicants for the position of Assistant Manager, University Store, University of Connecticut.

Attended annual meeting of the National Association of College Stores held during the week of April 23, 1967 in Miami, Florida.

Mr. William L. Lasher, Staff Assistant, Assistant Manager University Store

Attended the College Store Management Seminar in Oberlin, Ohio during the week of July 24, 1966.

Participated in the Regional N.A.C.S. meeting held in Albany, New York on October 27 and 28, 1966.

Mr. Frank Benoit, Staff Assistant, Assistant Manager University Store in Charge of Boston Branch Bookstore

Attended the College Store Management Senimar in Oberlin, Ohio during the week of July 24, 1966.

Mr. Harold C. Durgin, University Conference Coordinator

Affiliation with Civic Affairs: Secretary of Governors Aide of Rotary; Secretary of Salvation Army; Member of the Board of Directors of Community Chest; Member of the Board of Directors of Hampshire County Red Cross.

Mr. Harold C. Durgin (Continued)

Elected to the Delegate Assembly of the National Conference of Adult Education U.S.A.

Is a Professional member of the Adult Education Association of U.S.A. and a member of the Massachusetts Adult Education Association.

Consultant for establishing conference procedures for the University of Rhode Island.

Member of the Building Committee of the Campus Center and of the Deans Council on Continuing Education.

Attended the National Annual Conference of the Adult Education Association of U.S.A., November 20-25, 1966 held at Detroit, Michigan.

Made Honorary Vice President of the New England Camera Club Council which holds the largest yearly conference on the University of Massachusetts campus.

STUDENT UNION BUDGET

1967-1968

This budget is the first to be based on earned income. Except for amortization of building bond payments, all expenses are to be met from the operations of revenue producing activities.

The bond payments for the Student Union and the Campus Center will absorb all student fees.

It is expected that the student enrollment and the conference calendar will generate sufficient income to support this budget.

STUDENT UNION BUDGET 1967-1968

OUTLINE DESCRIPTION OF AUTHORIZED FUNDS

I. General Fund Z11

A. Sources of Income

(1) Revenue Producing Activities

(2) Student Senate Allocation

(3) Conferences

(4) Miscellaneous Building and Services Operations

B. Expenditures

(1) Building and Services

(2) Student Activities

C. Capital Account has been built up from unexpended yearly income.

I. Food Service Z12

A. Sources of Income

(1) Cafeteria and Catering

(2) Juke Box

B. Expenditures

(1) Food

(2) Operating Expenses

(3) Allocation to General Fund

C. Capital account has been built up from unexpended yearly income.

I. University Store Z13

A. Sources of Income

Amherst III A
Boston III B

(1) Books and Supplies

(2) Service Charge for operation of duplicating service and laboratory charges.

(3) Miscellaneous services---Post Office, Lobby Counter

. University Store Z13 (Continued)

B. Expenditures

(1) Books and Supplies

(2) Operating Expenses

(3) Allocation to General Fund

C. Capital account has been built up from unexpended yearly income.

I. Reserve Z15

A. Sources of Income

(1) Allocation from Capital Accounts of General Fund, Food Service, University Store

(2) Interest from bank deposit of unexpended balance.

B. Expenditure

(1) Major building renovation and equipment.

C. Capital account has been built up from unexpended balances and interest earned.

V. Building Amortization

A. Sources of Income

(1) Student Fees

B. Expenditures

(1) Amortization of Student Union Bond Issue

(2) Amortization of University Center Bond Issue

C. Capital account will be built up from unexpended yearly balances and interest earned.

STUDENT UNION BUDGET 1967 - 1968

GENERAL FUND

A Schedule	INCOME			
	Transfer from Food Service		$ 40,000.00	
	Transfer from University Store		175,000.00	
GF1	Games Area - Net		1,855.80	
GF2	Conferences - Net		13,660.01	
	Rental and Custodial Fees		8,500.00	
	Other Income: Pay Telephones	2,500.00		
	Vending	2,500.00		
	Check Room	700.00		
	Bus Tickets	7,000.00		
	Misc. Income	900.00		
			13,600.00	
				252,615.8
B	EXPENSE			
GF3	Administration		109,737.16	
GF4	Maintenance		81,335.95	
GF5	Student Activities		45,484.00	
	Depreciation		8,670.34	
	Miscellaneous		250.00	
				245,477.4
	Excess Income over Expense-To Capital Account			7,138.3
				252,615.8
C	Equipment purchases from Capital Account			8,790.0

STUDENT UNION BUDGET
1967-1968
GAMES AREA

SCHEDULE GF-1

INCOME	
Billiards, Table Tennis	[illegible]
Locker Rentals	160.00
Total Income	$ 20,160.00
EXPENSES	
Payroll: Regular	$ 12,072.00
Group Insurance	181.56
Student	3,340.00
Total Payroll	15,593.56
Telephone	72.00
Supplies	950.00
Repairs, Parts, and Additions	400.00
S.U. Service Charges	1,288.64
Total Expenses	18,304.20
Excess Income Over Expenses	1,855.80
Total Budget	$20,160.00

STUDENT UNION BUDGET
1967-1968
CONFERENCES

SCHEDULE OF-2

INCOME	
Registrations	$ 12,000.00
Lodgings	70,000.00
Food	[illegible]
Total Income	$ 154,000.00
EXPENSES	
Payroll: Regular	$ 16,531.38
Group Insurance	181.56
Professional Increment	202.05
Other Labor	6,000.00
Total Payroll	22,914.99
Education, Travel, Entertainment	800.00
Telephone	325.00
Rental, Student Union	2,000.00
Lodgings and Rentals	30,000.00
Meals	72,000.00
Supplies	11,000.00
S.U. Service Charges	1,300.00
Total Expenses	140,339.99
Excess Income Over Expenses	13,660.01
Total Budget	$154,000.00

STUDENT UNION BUDGET
1967-1968
ADMINISTRATIVE
EXPENSE

Schedule GF-3

EXPENSES

Payroll: Regular	115,188.34
Group Insurance	1,942.08
Professional Increment	1,966.00
Total Payroll	119,096.42
Education, Travel Entertainment	2,000.00
Telephone	1,200.00
Office Supplies	2,500.00
Stationery and Supplies, Printing	500.00
Miscellaneous	4,000.00
Repairs and Maintenance (Office Machines)	1,000.00
Total Expenses	130,296.42
Less Clerical Services	20,559.26
Net Expenses	109,737.16

STUDENT UNION BUDGET
1967-1968
MAINTENANCE
EXPENSE

Schedule GF4

EXPENSES

Payroll: Regular	68,968.43
Group Insurance	1,142.52
Student	1,755.00
Other Labor	650.00
Total Payroll	72,515.95
Uniforms	220.00
Supplies	7,500.00
Repairs, Parts and Additions	1,100.00
Total Expenses	81,335.95

Student Union
Student Activities Budgets
1967-68

Schedule G.F.5

	200 R.S.C. Office	316 Program Office	316A Arts & Music	316C Crafts	316D Dances	316G Rec. & Activities	316M Movies	316P Publicity	316S Special Events	6720 Office Services	200 TO Ticket Office	Totals	
INCOME													
Senate Approp.	$18,000.00											$18,000.00	
Interest Inc.	3,000.00											3,000.00	
Payroll Cr.	6,004.00											6,004.00	
Postage	3,500.00											3,500.00	
Commissions											3,000.00	3,000.00	
Concerts			200.00									200.00	
Dances					3,700.00							3,700.00	
HER Wk. Picnic						100.00						100.00	
Films							8,000.00					8,000.00	
Program Sched.								800.00				800.00	
Serv. & Rentals	72.00									8,000.00		[illegible]	
TOTAL INCOME	$30,576.00	-0-	200.00	-0-	3,700.00	100.00	8,000.00	800.00	-0-	8,000.00	3,000.00		$54,376.00
EXPENSES													
Payroll	30,454.00	28,408.00					250.00			4,188.00	2,600.00	65,900.00	
Printing	400.00	100.00	40.00				75.00	1,250.00				1,865.00	
Sup. & Equip.	700.00	150.00		300.00						3,700.00		4,850.00	
Telephone	800.00	700.00	15.00		10.00		25.00				105.00	1,655.00	
Postage	3,750.00		50.00		10.00		100.00	50.00				3,960.00	
Serv. & Rentals	200.00	25.00	200.00				100.00					525.00	
Educ., Travel, & Books	1,200.00	250.00										1,450.00	
Concerts			3,000.00									3,000.00	
Lectures			1,500.00									1,500.00	
Art Exhibits			4,400.00									4,400.00	
Activities		25.00	400.00		400.00	1,345.00		50.00	900.00			3,120.00	
Police			25.00		425.00							450.00	
Rec. & Instruc.		100.00		300.00								400.00	
Dances					1,575.00							1,575.00	
Films			30.00			400.00	3,400.00					3,830.00	
Adv. & Records			300.00					225.00				525.00	
Miscellaneous	200.00	75.00	100.00	25.00	150.00		100.00	30.00	75.00	25.00	75.00	855.00	
TOTAL EXPENSES	$37,704.00	$29,833.00	$10,060.00	$625.00	$2,570.00	$1,745.00	$4,050.00	1,605.00	$975.00	$7,913.00	$2,780.00	$	$99,860.00
NET BUDGET	$ 7,128.00	-$29,833.00	-$ 9,860.00	-$625.00	+$1,130.00	-$1,645.00	+$3,950.00	- 805.00	-$975.00	+$ 87.00	+$ 220.00		-$45,484.00

I-C

STUDENT UNION BUDGET 1967-1968

CAPITAL EXPENDITURES (EQUIPMENT)

FROM CAPITAL ACCOUNT

1 Billiard Table	$ 1,100.00
1 Color Television and aerial	1,000.00
Stereo Tapes	1,600.00
12 8' Formica Tables @$75.00	900.00
10 4' Round Tables @ $75.00	750.00
1 Vacuum Sweeper	300.00
1 Typewriter, Electric	320.00
1 Typewriter Stand	40.00
1 Adding Machine	300.00
1 Electrostatic Stencil Cutter	1,500.00
1 Mimeograph	600.00
1 Electric Check Stanp	180.00
1 Electric Identification Card Stamp	200.00
	$ 8,790.00

II

STUDENT UNION FOOD SERVICE BUDGET

Period: July 1, 1967 - June 30, 1968

A-1	Sales:			
	Counter	$666,000.00		
	Catering	72,537.00		
	Commonwealth	50,000.00		
	Other	2,300.00		
	Total Sales		(100%)	$790,837.00 (100%)
B-1	Cost of Goods Sold:			
	Beginning Inventory 7/1/67	4,500.00		
	Food Purchases	345,636.00	(43.7)	
		350,136.00		
	Less Discounts	1,300.00		
		348,836.00		
	Less Ending Inventory 6/30/68	4,600.00		
	Cost of Goods Sold	$344,236.00	(43.52)	
	Grosss Profit on Sales	$446,601.00	(56.47)	
A-2	Other Income: Juke Box	1,300.00		1,300.00
	TOTAL INCOME			$792,137.00 (100%
	Gross Profit on Income			$447,901.00
B-2	Operating Expenses:			
	Salaries - Regular, Schedule 1	284,067.00	(35.86)	
	Salaries - Student	19,000.00	(2.39)	
	Office Services	5,271.00	(.66)	
	Supplies	31,000.00	(3.91)	
	Telephone	600.00	(.07)	
	Repair & Maintenance	4,017.00	(.50)	
	Laundry	8,000.00	(1.00)	
	China, Silver, etc.	4,300.00	(.54)	
	Heat & Utilities	650.00	(.08)	
	Depreciation	5,360.00	(.67)	
	Employee's Insurance	4,624.00	(.58)	
	Travel & Education	700.00	(.08)	
	Advertising	150.00	(.01)	
	Uniforms	100.00	(.01)	
	Cash Shortage		( )	
	Total Expenses		(46.43)	$367,839.00
	Net Income	$ 80,062.00	(10.10)	
B-3	To Student Union for 1968-1969 Budget			60,000.00
	To Capital Account			20,062.00
				$447,901.00

C Equipment to be purchased from capital account $8247.50 See FS-2 Attached

SCHEDULE FS-2

FOOD SERVICE

CAPITAL IMPROVEMENTS

2 Low mobile dish wagons with protective sides	@250.00	$500.00
2-5 Gal. Aervoid coffee carriers	@100.00	200.00
1 Aervoid mobile coffee service unit		350.00
2 Cash registers (Hatch)		4497.50
1-2 Qt. Meter-Flo dispenser		200.00
1-20 Gal. Meter-Flo bulk milk dispenser, self-service		800.00
1 Crescor mobile refrigerated cabinet, Model R-171-UA9		700.00
1 Mobile 5 ft. electric grill (for use at student functions)		700.00
1 Underwood Olivetti adding machine		300.00
		$8247.50

UNIVERSITY STORE BUDGET '1967--1968

	Supplies	Books	Total	Dupl. Service	Lobby Ctr.	Grand Total
Sales	$594,000.00	$1,056,000.00	$1,650,000.00	$30,000.00	$145,000.00	$1,825,000.0
Less Cost of Goods Sold	415,800.00	865,920.00	1,281,720.00		121,800.00	1,403,520.0
Gross Profit on Sales	178,200.00	190,080.00	368,280.00	30,000.00	23,200.00	421,480.0
Plus Other Incomes:						
Miscellaneous			200.00			200.0
Post Office			5,500.00			5,500.0
Laboratory Collections			8,500.00			8,500.0
Total Income			382,480.00	30,000.00	23,200.00	435,680.0
Less Expenses:						
Regular Payroll ,Schedule U.S. 1			$ 140,033.55	$ 4,248.25	$ 12,638.15	$ 156,919.9
Group Insurance			1,717.56		84.96	1,802.5
Prof. Increment			537.50			537.5
			142,288.61	4,248.25	12,723.11	159,259.9
Student			18,000.00	1,080.00	7,300.00	26,380.0
Total Payroll			160,288.61	5,328.25	20,023.11	185,639.9
Student Union Service Charge			7,000.00		1,565.00	8,565.0
Supplies Expense			3,500.00		450.00	3,950.0
Insurance			3,500.00			3,500.0
Depreciation			3,000.00		100.00	3,100.0
Miscellaneous			6,000.00			6,000.0
Repair, Maintenance and Additions			1,000.00			1,000.0
Telephone and Telegraph			1,200.00		160.00	1,360.0
Postage and General Transportation			1,400.00			1,400.0
Advertising			500.00			500.0
Education and Travel			1,000.00			1,000.0
Duplicating Service - Supplies, Machine Rental, Misc.				18,385.00		18,385.0
Total Expense			$ 188,388.61	$23,713.25	$22,298.11	$ 234,399.9
Net Income			$ 194,091.39	$ 6,286.75	$ 901.89	$ 201,280.0
To Student Union for 1968-1969 Budget						175,000.0
Retained Income						26,280.0

Equipment to be purchased from Capital Account $ 6,574.00

III B

BOSTON CAMPUS STORE BUDGET 1967--1968

	Supplies	Books	Total
Sales	$25,000.00	$135,000.00	$160,000.00
Less Cost of Goods Sold	17,500.00	109,000.00	126,500.00
Gross Profit on Sales	$ 7,500.00	$ 26,000.00	$ 33,500.00
Plus Other Incomes:			
Miscellaneous			
Post Office			
Laboratory Collections			
Total Income			$ 33,500.00
Less Expenses:			
Regular Payroll, Schedule U.S.B. 1			$ 16,308.05
Group Insurance			$ 254.88
Prof. Increment			$ 139.40
			$ 16,702.33
Student			2,000.00
Total Payroll			$ 18,702.33
Student Union Service Charge			
Supplies Expense			$ 300.00
Insurance			
Depreciation			$ 800.00
Miscellaneous			$ 2,000.00
Repair, Maintenance and Additions			$ 150.00
Telephone and Telegraph			
Postage and General Transportation			$ 250.00
Advertising			$ 50.00
Education and Travel			$ 250.00
Total Expense			$ 22,502,33
Net Income			$ 10,997.67

Equipment to be purchased from Capital Account $3,300.00

III C

UNIVERSITY STORE 1967-1968

FROM CAPITAL ACCOUNT

Capital Equipment:

1	Truck	$ 3,000.00
1	Office Copier	800.00
1	Manual Typewriter	180.00
1	Adding Machine	300.00
1	Cash Register	1,914.00
1	Electric Typewriter, long carriage	380.00
		$ 6,574.00

V

STUDENT UNION BUDGET 1967 - 1968

BUILDINGS AMORTIZATION FUND

A

STUDENT FEE INCOME		
8,840 Four Year Students	@30.00	$ 265,200.00
2,500 Four Year Students (Seniors)	@20.00	50,000.00
560 Stockbridge Students		12,200.00
1,440 Graduate Students	@20.00	28,800.00
Summer School		40,450.00
		396,650.00

B

BUILDING AMORTIZATION FUND PAYMENTS	
Student Union	120,000.00
University Center	276,650.00
	396,650.00

STUDENT UNION BUDGET 1967-1968

NEW POSITIONS

		Grade	Amount
General Fund			
1	Campus Center Director		$15,000.00
1	Electronics Technician	10	694.20
1	Principal Clerk	09	561.60
1	Janitor	05	4,183.40
Food Service			
1	Assistant Head Cashier	03	150.80
2	Janitors	05	8,366.80
1	Kitchen Helper	02	3,686.80
2	Fountain Clerk	02	7,373.60
2	Cashiers	02	7,373.60
Store			
2	Principal Clerk	09	1,123.40
1	Stock Clerk	07	231.40
7	Junior Sales Clerk	02	25,807.60

IV

STUDENT UNION BUDGET
1967-1968

CAPITAL ACCOUNTS

GENERAL FUND

Balance, 6/30/67	$ 138,060.00
Projected Net Income 1968	7,138.36
Anticipated Balance 6/30/68	145,198.36

FOOD SERVICE

Balance 6/30/67	48,079.56
Projected Net Income 1968	4,000.00
	52,079.56

UNIVERSITY STORE

Balance 6/30/67	544,183.08
Projected Net Income 1968	5,000.00
Anticipated Balance 6/30/68	549,183.08

RESERVE FUND

Balance, July 1, 1966			186,063.26
Less: Encumbrances			150,000.00
			36,063.26
Interest on Reserve Fund		3,316.16	
Transfer June 30, 1967			
General Fund	6,000.00		
Food Service	4,000.00		
University Store	5,000.00	15,000.00	18,316.16
Balance June 30, 1967			54,379.42
Interest 1967-1968			1,000.00
Anticipated Balance 6/30/68			55,379.42

ANNUAL REPORT 1966-67

Office of Institutional Studies
University of Massachusetts at Amherst

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ACTIVITIES

Introduction

The past year has been a busy year of rebuilding and redefinition. In contrast to reductions in staff and expenditures during the two prior fiscal years (1965 and 1966) the Office of Institutional Studies has in fiscal 1967 added a director, a secretary, and several part-time research assistants to its staff and has substantially increased its functions.

These personnel through the year have, by deliberate policy, given first priority to projects of internal development, e.g., additions to the resource library, development of research systems, printing of forms, purchase of equipment, and so on. A great deal of time expenditure during these months can be summarized under the theme of internal development. The second priority, although concurrent with the first, has been to provide service to the University community. The thirty-three projects completed or in process are illustrated in Figure 1, page 3. These thirty-three projects summarize OIS's major activities.

Purpose and Internal Development

With a new director in a changing institution a major role has been to re-examine the role of OIS. Fortunately, certain facets of this role had already been established under the direction of Dr. Leo Redfern. It was clear that OIS was a staff agency serving a wide range of administrative data needs. In addition OIS was maintaining a national perspective in the type of studies completed and the publications thereof. It was felt that these facets of the role of OIS were appropriate and the only alterations have been in the expansion and contraction of specific aspects of this role.

An apparent expansion during recent months has been a broadened definition of administration as including the faculty. Thus, OIS has more actively sought to serve various faculty groups when their concern has been related to a broad aspect of university administration; e.g., the committees on faculty merit pay and pass-fail options.

A contraction has been in not attempting to serve the needs of individual schools or colleges. Thus, for example, OIS has declined, among others, to become involved in studies related to factors of student persistence in two of our colleges and also declined conducting a study on the behalf of the library.

The view of OIS has been that greater expertice probably exists in any school, college or administrative agency about its own problems than OIS can provide as an outside agency. This point of view has also resulted in OIS trimming its resource collection (library) of materials related to specific schools of colleges, e.g., laboratory equipment required in the physical sciences, and the uses of audio-visual equipment. These materials have been sent to appropriate subject-matter specialists.

The result of these modest changes clearly built upon the prior role of OIS, has been the evolvement of a purpose to serve the administration of the institution in conducting a wide variety of studies and publishing the results of these studies for the use of appropriate audiences.

Other aspects of internal development have proceeded at a moderate rate. In terms of operations a key-sort system has been designed to more readily identify comparable institutions, office procedural forms have been designed, tested, and printed, equipment has been added (calculators) and improved upon (carbon ribbon typewriters), the reproduction of reports has progressed from ditto and mimeograph to photo-offset, and OIS has started purchasing its own resource materials (e.g., statistical references) as well as establishing additional direct contact with sources of data (e.g., New England Board of Higher Education).

Service

Service projects for the University community have progressed faster than anticipated, often faster than desired. For example, requests for OIS studies have usually preceded the preparation of mailing lists and the printing of the study itself.

Illustrated in Figure 1 are the thirty-three projects that were assigned to OIS staff members during the fiscal year. Some of these projects

Figure 1

PROJECTS COMPLETED AND IN PROCESS
FISCAL 1967

Number	Project Title (Director(s))	Purpose	Status
1.	Non-Resident Student Study (Hewitt and Castelpoggi)	To obtain current information on the practices of comparable institutions in regard to the admission and tuition for out-of-state students.	Completed. Report to interested faculty and respondents.
2.	UMass Faculty Salaries Study (Castelpoggi)	A compilation of salary data by college and rank.	Completed. Report to the administration.
3.	Educational Research Information Center Proposal (ERIC) (Cope)	An inquiry into the possibility of establishing an ERIC clearinghouse at UMass funded by the Federal Government.	Completed. No action was taken because the Centers proposed for this year's funding were not appropriate to OIS functions.
4.	Publication Program (Castelpoggi-Cope)	To publish information on newer facets of university operation.	Completed. Two publications on automated data techniques for national distribution.
5.	Graduate Student Follow-Up Questionnaire (Cope)	A study to determine selected facts about UMass alumni.	No action. After the questionnaire was designed by OIS the Graduate School has not acted.
6.	Data for New England Accreditation (Castelpoggi)	To support the Provost's Office with data for the University's reaccreditation.	Completed. Memos to Dr. Venman.

Figure 1 (Continued)

Number	Project Title (Director(s))	Purpose	Status
7.	Study of Student Attitudes on selected Topics* (Cope-Morningstar-Jakubowski)	An opinion study on living arrangements and social life among UMass undergraduates. (N = 10,000)	In process. Approximately 3,300 questionnaires are being examined to determine student opinions on aspects of campus life.
8.	Analysis of Regional Faculty Salaries (Castelpoggi)	An examination of comparative salaries among Northeastern colleges and universities.	Completed. Publication of a report to department chairman.
9.	Study of Student-Faculty Ratios by College (Castelpoggi)	To determine the different faculty-student ratios among the University's colleges.	Completed. Memo to the administration.
10.	Study of Out-of-State Enrollments at the University (Castelpoggi)	To analyze the proportion of the University student body from out-of-state residences.	Completed. Memo to the administration.
11.	Survey of Academic Standards (Hewitt)	Comparative study of academic requirements at other institutions.	Completed. Report to a committee of the Faculty Senate.
12.	Survey of Undergraduate Instate Enrollments at Private Institutions (Castelpoggi)	Survey of trend enrollments among private institutions in Massachusetts.	Completed. Memo to the administration and report to respondents.

*In cooperation with the Guidance Center

Figure 1 (Continued)

Number	Project Title (Director(s))	Purpose	Status
13.	Survey of Pass-Fail Options (Hewitt)	To determine the status of pass-fail options at other institutions for the Senate committee on Academic Affairs.	Completed. Memo to the Faculty Senate and publication to respondents plus widespread national distribution.
14.	Survey of Conference and Student Union Facilities (Hewitt)	Collect data on conference sleeping and lounge facilities at other institutions for the administration.	Completed. Memo to the Dean of Administration and report to respondents with with widespread national distribution.
15.	Statistical Reference Book (Castelpoggi-Hewitt)	Compile the second edition of the University's factual reference book.	In process. An edition will be ready at the opening of the Fall 1967 semester.
16.	University Departmental Profiles (Cope-Hewitt)	Stage I - Define a system of departmental profile information reporting Stage II - Collect data and report on a regular basis these profiles.	In process. The first complete set of data to be compiled by November 1967.
17.	Comparable Institutions Project (Hewitt)	Determine what institutions are most comparable to the University based upon a series of indices.	In process. Forms are being printed. A publication will be prepared during the summer.

Figure 1 (Continued)

Number	Project Title (Director(s))	Purpose	Status
18.	General Questionnaires Project (Castelpoggi)	Serves to answer request for information about the University.	In process -- see the table in the appendix Questionnaires Completed by OIS.
19.	Student Geographical Distribution (Castelpoggi)	Descriptive study on the geographical origin of the student body.	Completed. Publication to interested groups on campus.
20.	Enrollment Projections - Long-Range Planning (Castelpoggi)	Maintain the latest estimate of present and future enrollments for the University.	In process. A part of long-range planning.
21.	Analysis of Faculty Merit Pay (Ogden)	To assist the Senate Committee on Faculty Affairs	Completed. Memos to faculty committee.
22.	Library Development (Cope-Keedy)	Further develop our basic source of information through updating, acquisition, and reorganizing.	In process.
23.	Study of Expenditure and Enrollment Trends in Massachusetts (Hewitt)	To determine relationships between financing and enrollments in the public sector of the state's system of higher education.	Completed. Publication of the report for critique is in process.
24.	Study of Cost Per Student (Ogden)	Determination by several means and objectives cost figures per student at the University.	Project temporarily suspended while Mr. Ogden serves a military obligation.

Figure 1 (Continued)

Number	Project Title (Director(s))	Purpose	Status
25.	Office Forms (Keedy)	Development of appropriate forms for office systems, communication, and contact with units outside OIS.	Completed. Forms are in the process of being printed.
26.	Higher Educational General Information Survey (Castelpoggi)	Complete large survey for the USOE	In process. About 1/3 completed.
27.	Survey of Institutional Research Functions (Castelpoggi-Cope)	Professional contribution to the operation of offices of institutional research.	In process. Questionnaire has been designed and subject to comment. Survey to be conducted in the Fall.
28.	Publication on Academic Prediction (Cope)	Monograph on academic prediction.	In process of writing.
29.	Administrative Data System (Cope)	Phase I - Proposal on the feasibility of such a system. Phase II - Development of the system.	Temporarily cancelled due to inability to hire professional personnel.
30.	Residential College Study (Cope)	Collection of data on other institutions supporting Dr. Havards committee with information on enrollments, costs, etc.	In process. To be completed during the summer.

Figure 1 (Continued)

Number	Project Title (Director(s))	Purpose	Status
31.	Physical Facilities Survey (Cope)	Questionnaire for USOE	May not be completed by OIS. OIS will act as coordinator for the survey.
32.	The University and its environment (Jakubowski)	Theoretical analysis of the University and its environment - inservice training.	Completed. Report and discussion within OIS.
33.	Television Area Population Estimate (Castelpoggi)	Determine the population by various categories in a six-state area to support a proposal for educational television.	Completed. Report sent to the Secretary of UMass as a part of a grant proposal.

involve as little as a few days of professional staff time, e.g., Graduate School Follow-up Questionnaire (number 5) and Data for New England Accreditation (number 6). Other projects, such as the Analysis of Faculty Merit Pay (number 21) and completion of the Higher Education General Information Survey (number 26), have resulted in substantial time commitment, i.e., several weeks to a month.

Thirteen of these projects were done at the request of or largely limited to the use of members of the central administration. The remainder were completed for the faculty (seven studies), involved internal development (seven projects), and outside agencies (six projects). Most of the "outside agency" projects involve the completion of lengthy questionnaires.

A less visible service of OIS with unknown fruits results from guiding students in their surveys, providing data to outside organizations such as Sasaki, Dawson, DeMay Associates, providing data for faculty proposals, and so on.

Publications

The most visible and satisfying evidence of OIS activity over the past year is represented by its publications (see Figure 2). Publications usually result from data collected during the course of a study. They are sent to respondents, members of the University community and others who request them. Those studies that are of general interest usually get limited national distribution. The Status of Pass-Fail Options at Twenty-Two Colleges and Universities, a report of a study done for one of our faculty committees, has received substantial national attention.

FUTURE PLANS AND NEEDS

Plans

Further expansion of the OIS program is anticipated in several areas. A major concern has been in a lack of comparable data on departmental operations; therefore, in cooperation with the Planning Office, a comprehensive data gathering and reporting system is under development. With the addition

Figure 2

OIS PUBLICATIONS DURING FISCAL 1967

Title	Date	Pages	Number Printed	Author
Computer Class Scheduling	May 1967	i-iv, 1-123	600	Skillings
Enrollment and Financing Patterns for Massachusetts Public Institutions of Higher Education, Fiscal 1961-1967	April 1967	i-iv, 1-22	100	Hewitt
Massachusetts Residents Attending the University of Massachusetts at Amherst - 1966-67	March 1967	i-ii, 1-13	250	Castelpoggi
The Status of Pass-Fail Options at Twenty-two Colleges and Universities	March 1967	i, 1-12	950	Hewitt
A Survey of Policies and Practices Regarding Undergraduate Academic Standards (Mimeo)	December 1966	i, 1-6	350	Hewitt
A Survey of Instate and Out-of-State Undergraduate Enrollments and Tuition and Fee Charges at selected Public Colleges and Universities (Mimeo)	December 1966	i, 1-17	400	Hewitt
Key-sort an Aid to University Housing	June 1967	i-ii, 1-13	1300	Van Vliet
Faculty Salaries at Twenty-eight Colleges and Universities in the Northeastern States, Fall 1966, and Faculty Salaries at the University of Massachusetts at Amherst, Fall 1966 and Spring 1967	April 1967	i-ii, 1-13	250	Castelpoggi
A Survey of Selected Student Union and Conference Facilities	June 1967	i, 1-28	300	Hewitt
Undergraduate Enrollments of Massachusetts' Residents in the Private Colleges and Universities of Massachusetts	June 1967	i-iii, 1-19	500	Castelpoggi

of another professional employee, it is hoped that the system could be integrated with electronic data processing and become a basis for a university data system.

OIS plans to develop a electronic data processing (EDP) capability over the next two years. Prior to fiscal 1967 EDP was not used by OIS. The first major application of EDP will be in conjunction with a dropout study to be conducted in the fall of 1967.

During the next academic year the Faculty Memo will be published. The intent of the Memo is to bring to the attention of the academic community statistical data about the University and comparable institutions. Tentative topics include Fallacies in Grading, The University of Massachusetts and the Profiles of Comparative Institutions, and Comparative Residential College Programs.

Also available in the fall will be a Statistical Reference Book. It will be an outgrowth of the Fact Book which was first issued in fiscal 1966. The purpose of the Statistical Reference Book is to provide members of the academic community with reliable factual data on student characteristics, enrollments, finances, faculty, etc. A second purpose is to help identify the sources of such information. These data should be useful in a greater understanding of the University, the preparation of speeches, proposals, news reports and in long-range planning.

While it would be inaccurate to report that OIS is moving forward on all fronts, certain fundamental improvements are underway. Further systematizing of our procedures is in process. The staff is improving its skills and becoming more professional and the quality of publications is improving. The resource collections, while still very inadequate has been updated. These general aspects of growth will continue while certain specific goals as mentioned above will be attained as part of an expanding program during the next fiscal year.

Needs

With the move to new facilities the pending space and communication

problems will be solved and these needs of OIS should be adequately met for several years.

With the replacement of one professional position during fiscal 1968 and the addition of one clerical position during fiscal 1969 the growth of the University can be complemented by at least equivalent growth and service by OIS.

The financial requirements for this program are incorporated in the expenditures table of the Appendix.

Conclusions

It would seem to be appropriate to conclude this report, not with additional words about the growth, service and needs of OIS, but with a word of appreciation for the very considerable support received during this fiscal year. The Dean of Administration, prior director of OIS, has allowed OIS to have considerable autonomy in this period of rebuilding and redefinition. And he has supported without limitation our requests for funds and personnel. Without this assistance much less could have been accomplished.

The Planning Office, Personnel Office, Publications, the Labor Relations and Research Center, and the Duplicating Service stand out as agencies that have given substantial support to our effort. Their assistance is gratefully acknowledged.

STAFF PUBLICATIONS AND PROFESSIONAL ACTIVITIES

Publications

Castelpoggi, Raymond C. "Policies and Practices Regarding the Naming of Campus Buildings of American Colleges and Universities", College and University Business (in press).

_____ "Survey Regarding Overall Governing Boards for Student Publications at Land Grant Colleges and Universities", College Student Personnel Abstracts, Vol. 2, No. 1, Claremont, California.

Cope, Robert G. "Can Psychological Variables Used by Economists Aid in Predicting College Enrollments and Persistence", College and University, Vol. 41, No. 4, pp. 35-40.

_____ A Study of Students Who Voluntarily Withdrew From the University of Michigan's College of Literature, Science and the Arts. With David Otto, Office of Institutional Research, University of Michigan, November 1966.

_____ "Nonresponse in Survey Research as a Function of Psychological Characteristics and Time of Response, Journal of Experimental Education (in press).

_____ "Selected Omnibus Personality Inventory Scales and Their Relationship to Attrition From a Liberal Arts College", submitted for publication to the Journal of Educational and Psychological Measurement.

_____ "The Limitations of Attrition Rates and Causes of Attrition as Sources of Useful Information", submitted for publication to College and University.

Professional Activities

Workshop: New England Institutional Research Officers, September 21-23, 1966, Portsmouth, New Hampshire (Castelpoggi and Cope).

Workshop: Studies of Student Culture in New Englands' Universities, October 15-16, 1966, Exeter, Maine (Cope).

Workshop: Developing Information Systems in Colleges and Universities, January 15-19, 1967, Newport Beach, California (Cope).

Conference: American Educational Research Association, February 15-17, 1967, New York (Cope).

Conference: Association for Higher Education, March 5-8, 1967, Chicago, Illinois (Cope).

Conference: Higher Education in Tomorrow's World, April 26-29, 1967, Ann Arbor, Michigan (Cope).

Conference: Association for Institutional Research Conference, May 7-10, 1967, Athens, Georgia (Cope).

Member: Long-range Planning Committee (Castelpoggi and Cope)

Member: Master Planning Committee (Cope)

Secretary: Accreditation Committee (Castelpoggi)

Member: University Systems Group (Cope)

QUESTIONNAIRES COMPLETED BY OIS

FISCAL 1967

Month	Title of Questionnaire	Respondee (Organization)	Subject Matter	Length
3/66	Length of Classes	Director of Institutional Research, University of Tennessee	Class Length	1 page
7/66	Appropriations for Net Operating Expense at Institutions of Higher Education, Commonwealth of Massachusetts, 1966-67	M. M. Chambers, Indiana University	State Support of Higher Education	1 page
7/66	General Information Questionnaire	The United Educators, Inc.	General Information	1 page
7/66	Listing of Deans	Southern Methodist University Libraries	Personnel	1 page
7/66	Vending Service Questionnaire	School of Business, Northwestern University	Vending Machines	2 pages
8/66	1967 Construction Plans	College & University Business	Construction Costs	3 pages
8/66	Director of Special Libraries and Information Centers	Gale Research Company	OIS Library	2 pages
8/66	Faculty Distribution by Selected Departments	Educational Research Associates	Faculty Composition	1 page
8/66	Summer Session Salaries	Unknown*	Salary Data	1 page
10/66	Non Program Services of U. S. Office of Education	Special Subcommittee on Education, U. S. House of Representatives	Opinion of U. S. Office of Education	3 pages

*Forwarded through administrative channels

Month	Title of Questionnaire	Respondee (Organization)	Subject Matter	Length
10/66	Report on Academic Salary Data and Compensation Indices for the Academic Year 1966-67-Amherst campus	AAUP	Salary Data	6 pages
10/66	Report on Academic Salary Data and Compensation Indices for the Academic Year 1966-67-Boston campus	AAUP	Salary Data	6 pages
11/66	Enrollment in Regional Cooperation Program of the New England State Universities, Fall 1966	NEBHE	Enrollment Data	2 pages
11/66	Faculty Salaries, Fall 1966	Institutional Research, University of Rhode Island	Salary Data	3 pages
11/66	First Semester Enrollment-Fall 1966-Amherst Campus	State Budget Bureau	General Information (Enrollment)	2 pages
11/66	First Semester Enrollment-Fall 1966-Boston Campus	State Budget Bureau	General Information (Enrollment)	2 pages
11/66	1966-67 First Semester or Quarter Enrollment	School and Society	Enrollment Data	1 page
11/66	Survey of Out-of-State Enrollments in the New England State Universities	NEBHE	Enrollment Data	1 page
12/66	Confidential 1966-67 Salary and Compensation Study	Tufts University	Salary Data	1 page
12/66	Opening Fall Enrollment-1966-Amherst campus	U. S. Office of Education, Dept. of Health, Education and Welfare	Enrollment Data	2 pages

Month	Title of Questionnaire	Respondee (Organization)	Subject Matter	Length
12/66	Opening Fall Enrollment-1966-Boston campus	U. S. Office of Education, Dept. of Health, Education and Welfare	Enrollment Data	2 pages
12/66	Salary Study - Administration	NEBHE	Salary Data	3 pages
12/66	Salary Study - Faculty	NEBHE	Salary Data	4 pages
1/67	Projections Through 1971-72	Massachusetts Higher Education Facilities Commission	Enrollment and Finance Projection	4 pages
1/67	Registrar's Questionnaire, College/University Information System	Peace Corps	General Information	1 page
2/67	Annual College Costs Survey	Life Insurance Agency Management Association	Tuition, fees and costs	1 page
2/67	Cooperative Exchange Agreement	NEBHE	Student's Names	1 page
2/67	Facts About New England Colleges and Universities, 1967-68 Edition	NEBHE	General Information	3 pages
2/67	Library Project Questionnaire	SUNY at Buffalo	General Information	1 page
2/67	Technical Education Programs of Less Than Baccalaureate Level	Eastern Kentucky University	Curriculum	2 pages
3/67	College and University Aircraft Ownership and Operation	Dept. of Economics, Wichita State University	Aircraft Ownership	3 pages
3/67	Educational Information for 1968 Edition	Information Please Almanac	General Information	1 page
3/67	Institutional Research Projects	Wisconsin State University -- Platteville	I. R. Projects	1 page

Month	Title of Questionnaire	Respondee (Organization)	Subject Matter	Length
3/67	Second Semester Enrollment-Amherst	State Budget Bureau	Enrollment	1 page
3/67	Survey of Foreign Scholars in the U.S.A. - 1966-67	Institute of International Education	Foreign Scholars	3 pages
3/67	Survey of U.S. Faculty Members and Administrative Staff Abroad 1966-67	Institute of International Education	Staff Abroad	3 pages
3/67	Survey of University-Business Relations	Western Electric Company	Public Relations	1 page
4/67	College Profile Data Sheet-Amherst campus	Cowles Comprehensive College Profile	General Information	2 pages
4/67	College Profile Data Sheet-Boston campus	Cowles Comprehensive College Profile	General Information	2 pages
4/67	Degrees and Other Formal Awards Conferred Between July 1, 1965 and June 30, 1966	U.S. Office of Information	Degrees Granted	11 pages
4/67	Questionnaire on Student Training Program	Internal Auditor, Central Michigan University	Curriculum	3 pages
4/67	Second Semester Enrollment-Boston campus-Spring 1967	State Budget Bureau	Enrollment Data	1 page
4/67	Students Enrolled for Advanced Degrees, Fall 1966-Amherst campus	U. S. Office of Education	Degrees and Enrollment	19 pages
4/67	World Almanac Questionnaire	World Almanac	General Information	2 pages
5/67	Fees and Charges of all On-Campus Undergraduate Students	Massachusetts Division of State Colleges	Expenses	2 pages
5/67	General Data Request	Dow Chemical Company	General Information	1 page

Month	Title of Questionnaire	Respondee (Organization)	Subject Matter	Length
5/67	Mobil Travel Guide Questionnaire	Mobil Travel Service	General Information	1 page
5/67	Report on Costs	East Ohio Gas Company	Tuition and Fees	1 page
In process	General Information Survey	USOE	General Information	66 pages
In process	Physical Facilities Inventory	USOE	Plant Facilities	100 pages
In process	Educational Television Survey	NEA	Television on campus	10 pages

Table

PAST AND PROJECTED PERSONNEL AND EXPENDITURES FISCAL 1964 THROUGH FISCAL 1969

			Fiscal					
		Subsidiary Account	1964[1]	1965[2]	1966[3]	1967[4]	1968	1969
EXPENDITURES	03	Services	$2,605.31	$ 374.	$ 138.00	$3,900.00	$4,900.00	$5,500.00
	10	Travel	1,132.26	168.94	57.49	1,625.00	1,725.00	2,000.00
	11	Printing	(a)	(a)	(a)	1,500.00	3,000.00	3,500.00
	12	Maintenance	37.67	43.16	50.63	50.00	500.00	100.00
	13	Special Supplies	126.37	137.18	570.92	800.00	1,050.00	1,200.00
	14	Office Expense	546.37	235.45	111.84	650.00	800.00	950.00
	14-1	Telephone	276.65	704.65	584.85	750.00	800.00	900.00
	15	Equipment	534.00	1,302.25	(b)	2,500.00	1,500.00	1,500.00
	16	Rentals	(b)	(b)	(b)	(b)	1,000.00	1,000.00
		Totals	$5,258.86	$2,965.63	$1,513.73	$11,775.00	$15,275.00	$16,650.00
PERSONNEL[5]		Professional	2	2	2	2	3	3
		Non-professional	1	1	1	2	2	3
		Student	3	1	-	4	4	4

[1]Source: Weekly Expenditure Report, week ending 6/30/64

[2]Source: Weekly Expenditure Report, week ending 6/30/65

[3]Source: Weekly Expenditure Report, week ending 6/30/66

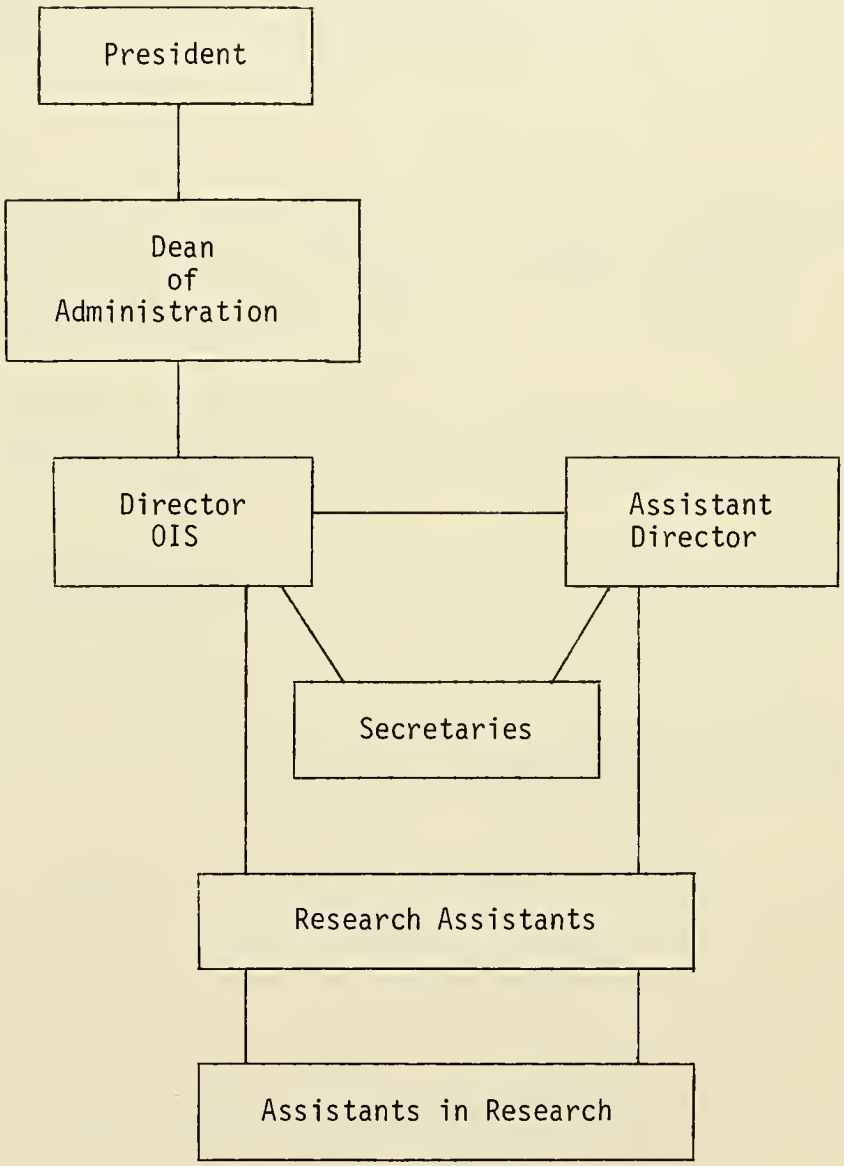
[4]Source: Weekly Expenditure Report, week ending 4/29/67 (plus estimates to 6/30/67)

[5]Personnel "head count", details on Schedule B.

(a) Printing was not charged to OIS in fiscal years 1964-66.

(b) No expenditure

ORGANIZATION CHART



SELECTED RESOURCE LIBRARY ACQUISITIONS MAY AND JUNE 1967

Books

Graham, Jane (ed.). A Guide to Graduate Study: Programs Leading to the Ph.D. Degree. 3rd ed., Washington, D. C.: American Council on Education, 1965.

Williams, Robert L. The Administration of Academic Affairs in Higher Education. Ann Arbor: University of Michigan Press, 1966.

Reports

Academy of Educational Development, Inc. Elements of a Master Plan for Higher Education in Pennsylvania. A report to the State Board of Education of the Commonwealth of Pennsylvania, December 31, 1965. Prepared by the Consultant Panel established by the Academy for Educational Development, Inc. New York and Denver, 1965.

Association of American Colleges. The Budget and College Planning. A report by the former Commission on College Finance of the Association of American Colleges. Washington, D. C.: Association of American Colleges, 1966.

Association for Institutional Research. Research on Academic Input. A report of the Sixth Annual Forum Proceedings of the Association for Institutional Research, Boston, May 2 to May 5, 1966. Edited by Clarence H Bagley, Boston, 1966.

College and University Personnel Association. Personnel Practices in Colleges and Universities. University Park: The Pennsylvania State University, 1966.

Miller, James L. Jr. State Budgeting for Higher Education. Ann Arbor: University of Michigan, 1964.

National Academy of Sciences--National Research Council. Profiles on the Ph.D.'s in the Sciences. A report prepared for the National Institutes of Health under Contract PH 43-62-853. Washington, D. C., 1965.

Swanson, John E., Arden, Wesley and Still, Homer E. Jr., Financial Analysis of Current Operations of Colleges and Universities. Ann Arbor: Institute of Public Administration, the University of Michigan, 1966.

OCT 1969